

Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710 T: +91 22 27781895/96/97 | E: info@merce.co | W: www.merce.co | CIN: U72200MH2000PTC124525

### **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

### **Terms & Conditions**

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- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Yashas H K

18-Jan-2023

Offer letter\2223\383

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

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The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

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# Non-compete clause

#### Non-solicitation

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## Obligations, if approached by a competitor

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# Personal information on official systems

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The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

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- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Yashas H K

Date





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# **Annexure 1**

# **Salary Details**

Yashas H K	Amount in rupees		
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HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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Saritha B

18-Jan-2023

Offer letter\2223\384

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- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Saritha B

Date





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Kurupati Praveen Kumar 18-Jan-2023 Offer letter\2223\385

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If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Kurupati Praveen Kumar

Date





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# **Annexure 1**

# **Salary Details**

Kurupati Praveen Kumar	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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### **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

### **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Rishika Mishra

18-Jan-2023

Offer letter\2223\386

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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# Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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### Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

# Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

### Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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#### Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Rishika Mishra

Date





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# **Annexure 1**

# **Salary Details**

Rishika Mishra	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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### **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

### **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Sanober Ramin

18-Jan-2023

Offer letter\2223\387

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

## Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

REGISTRAR



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# Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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### Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

# Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

### Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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## Unauthorised access to resources

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The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Sanober Ramin

Date





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# **Annexure 1**

# **Salary Details**

Sanober Ramin	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Pratham Rao

18-Jan-2023

Offer letter\2223\388

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

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# Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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You will make yourself available for travel away from Mumbai as and when required by your assignments.

# Intellectual property ownership

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All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

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You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Pratham Rao

Date





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# **Annexure 1**

# **Salary Details**

Pratham Rao	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Inchara H G

18-Jan-2023

Offer letter\2223\389

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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# Working hours

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- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
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- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Inchara H G

Date





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# **Annexure 1**

# **Salary Details**

Inchara H G	Amount in rupees		
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Yatin Deshmukh

VP-Operations

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REGISTRAR REGISTRAR



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# Offer of Employment

Yesheshwini S

18-Jan-2023

Offer letter\2223\390

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be **Navi Mumbai**, **Maharashtra**, **India**. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

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Yours sincerely,

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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Yesheshwini S

Date





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# **Annexure 1**

# **Salary Details**

Yesheshwini S	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Durgesh Gowda C 18-Jan-2023 Offer letter\2223\391

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

REGISTRAR



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# Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

# Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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## Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Durgesh Gowda C

Date





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# **Annexure 1**

# **Salary Details**

Durgesh Gowda C	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
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TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
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- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

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- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Anantharaman R 18-Jan-2023

Offer letter\2223\392

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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## Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

## Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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### Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

## Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

## Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

### Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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#### Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Anantharaman R

Date





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# **Annexure 1**

# **Salary Details**

Anantharaman R	Amount in rupees		
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Vemula Tharun 18-Jan-2023 Offer letter\2223\395

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be **Navi Mumbai**, **Maharashtra**, **India**. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

REGISTRAR



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#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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### Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

## Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

## Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

### Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Vemula Tharun

Date





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# **Annexure 1**

# **Salary Details**

Vemula Tharun	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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### **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

### **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Akula Madhu Kishore 18-Jan-2023 Offer letter\2223\396

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

## Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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## Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

## Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

### Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Akula Madhu Kishore

Date





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# **Annexure 1**

# **Salary Details**

Akula Madhu Kishore	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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### **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

### **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Gorantla Vanishree 18-Jan-2023 Offer letter\2223\397

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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REGISTRAR



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#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

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- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Gorantla Vanishree

Date





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# **Annexure 1**

# **Salary Details**

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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Deekshith Kumar C V

18-Jan-2023

Offer letter\2223\398

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be **Navi Mumbai**, **Maharashtra**, **India**. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

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## **Documents to be submitted**

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- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Deekshith Kumar C V

Date





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# **Annexure 1**

# **Salary Details**

Deekshith Kumar C V	Amount in rupees		
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Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
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HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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Yatin Deshmukh

VP-Operations

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Puli Ritheesh Kumar Reddy 18-Jan-2023

Offer letter\2223\399

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- · A recent salary slip from your last place of employment if you were employed earlier
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Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

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\* \* \* \* \* \*

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Signature

Full Name Puli Ritheesh Kumar Reddy

Date





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Poola Gunadeep

18-Jan-2023

Offer letter\2223\400

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You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Poola Gunadeep

Date





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# **Annexure 1**

# **Salary Details**

Poola Gunadeep	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Mohemed Niyas

18-Jan-2023

Offer letter\2223\401

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

## Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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## Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

## Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Mohemed Niyas

Date





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# **Annexure 1**

# **Salary Details**

Mohemed Niyas	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
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Conveyance	19,200	1,600	
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Peram Jai Sai 18-Jan-2023

Offer letter\2223\402

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

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You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

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Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Peram Jai Sai

Date





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# **Annexure 1**

# **Salary Details**

Peram Jai Sai	Amount in rupees		
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Jadhav Abhilash 18-Jan-2023

Offer letter\2223\403

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We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

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You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

REGISTRAR



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# Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

# Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

# Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

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You will be entitled to privilege leave on completing every month of service.





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At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Jadhav Abhilash

Date





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# **Annexure 1**

# **Salary Details**

Jadhav Abhilash	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Jangili Yogindra Babu 18-Jan-2023 Offer letter\2223\404

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

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If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

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- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Jangili Yogindra Babu

Date





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# **Annexure 1**

# **Salary Details**

Jangili Yogindra Babu	Amount in rupees		
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Arvind Eshwar M C

18-Jan-2023

Offer letter\2223\405

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be **Navi Mumbai**, **Maharashtra**, **India**. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

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- · A recent salary slip from your last place of employment if you were employed earlier
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

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\* \* \* \* \* \*

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Signature

Full Name Arvind Eshwar M C

Date





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# **Annexure 1**

# **Salary Details**

Arvind Eshwar M C	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Gaddam Rakesh Reddy
18-Jan-2023
Offer letter\2223\406

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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# Termination of services

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**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

# Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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# **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Gaddam Rakesh Reddy

Date





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# **Salary Details**

Gaddam Rakesh Reddy	Amount in rupees		
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

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# Offer of Employment

Sanjay K M

18-Jan-2023

Offer letter\2223\407

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be **Navi Mumbai**, **Maharashtra**, **India**. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

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# Termination of services

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**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

# Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

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All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

# Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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### Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name  $\ \ Sanjay\ K\ M$ 

Date





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Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



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# Offer of Employment

Bijivemula Sudharshan Reddy

18-Jan-2023

Offer letter\2223\408

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All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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### Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Bijivemula Sudharshan Reddy

Date





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# **Annexure 1**

# **Salary Details**

Bijivemula Sudharshan Reddy	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Kavya A N

18-Jan-2023

Offer letter\2223\409

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

## Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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## Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

## Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Kavya A N

Date





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# **Annexure 1**

# **Salary Details**

Kavya A N	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



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# Offer of Employment

Kalimisetti Venkata Sai Charan
18-Jan-2023
Offer letter\2223\410

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

# Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

## Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

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## Termination of services

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**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
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- Pan Card
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In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Kalimisetti Venkata Sai Charan

Date





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# **Annexure 1**

# **Salary Details**

Kalimisetti Venkata Sai Charan	Amount in rupees		
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Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
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For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary HR Executive

REGISTRAR REGISTRAR



Unit No 301, Plot X-5/3, Technocity I.T Premises, TTC Industrial Area, Mahape, MIDC, Navi Mumbai 400710 T: +91 22 27781895/96/97 | E:info@merce.co | W: www.merce.co | CIN: U72200MH2000PTC124525

# Offer of Employment

Sreyaas N

18-Jan-2023

Offer letter\2223\411

**Merce** Technologies Pvt. Ltd. (**Merce**) is happy to offer you a position of Trainee Engineer in our organisation. Your work location will be *Navi Mumbai, Maharashtra, India*. If you choose to accept our offer, you must reply in writing within three days from the date of receiving the offer, indicating your acceptance and the date on which you will be able to join us. This offer is valid only if you join on or before 20-Feb-2023.

We are offering you a position in **Merce**. Your CTC will be Rs. 5,00,000 per annum (Five Lakh only). Detailed break-up of salary is given at the end of this letter in Annexure 1. You will be reimbursed various expenses at actuals, provided they conform to the guidelines laid down by the Company from time to time.

# **Terms of employment**

#### **Probation Period**

You will be on a probation period of six months from the date of your joining. Your performance will be reviewed at the end of probation period. Depending on the review, a probation period may be extended, or a confirmed position will be offered.

The management reserves right to extend or reduce the probation period based on your individual performance and/or the performance of the Company.

## Working hours

**Merce** maintains working days each week from Monday to Friday, both inclusive. Working hours will be from 09:30 AM to 6:30 PM and Lunch from 1:00 PM to 2:00 PM, A list of company holidays is drawn up at the beginning of each calendar year.

# Written log of activities

You will be expected to maintain a written log of all your professional activities, with durations for each activity. This log is fundamental for the operations of the company and its resource consumption tracking. Each day's log is expected to be at least 150 words in length. This log will be verified a few times every month, and all days for which no log has been submitted will be treated as days of leave.

REGISTRAR



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## Termination of services

**During probation:** During probation period, Merce reserves the right to terminate your employment in 30 days written notice or 30 days salary in lieu of notice.

During probation, if you choose to resign, you shall be required to give 30 days notice which will have to be accepted in writing by management. The management has right to waive or recover salary in lieu of notice period at its discretion.

**On confirmation**: After confirmation, the Company reserves the right to terminate your employment in sixty days written notice or 60 days salary in lieu of notice or part thereof.

You may terminate employment upon sixty days' written notice to the Company which will have to be accepted by the management in writing. Any early release will be adjusted against your salary.

# Non-compete clause

#### Non-solicitation

During your employment with the Company and for a period of 12 months after you cease to be the employee of the company you shall not without the company's prior written consent, directly or indirectly engage or contact with any clients, or agents of Merce. You shall not without prior written consent engage directly or indirectly solicit or engage any employees or agents of the company or induce or persuade to any such person to cease working for Merce.

## Obligations, if approached by a competitor

If at any time you are invited or approached to take up employment or to enter into business relations with a competitor of the company, you must provide copy of the Non-solicitation clause of this contract (but no other part of this contract).

#### Scope of restrictions

You agree that the restrictions contained in this contract are reasonable and necessary for protracting the legitimate interest of the company.





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## Travel outside home station

You will make yourself available for travel away from Mumbai as and when required by your assignments.

## Intellectual property ownership

All intellectual property created by you, e.g. documents, software source code, etc., in the course of business during your tenure with **Merce**, are the intellectual property of **Merce**, and you will have no rights over or ownership of such property.

# Confidentiality of information

All information made available to you related to Merce, its employees, business associates, collaborators, or clients, is confidential unless otherwise specified explicitly in writing. This includes information about our clients or information which becomes available to you when posted at client site.

## Personal information on official systems

You will be provided data storage space, email boxes, and home directory areas on our computing systems. **Merce** has the right to authorise a person or persons to examine and audit all information that you store in the office or on the computing systems and electronic storage media provided for your use by **Merce** or its clients. **Merce** may do so at any time, without prior notice, for any purpose.

This includes email messages that you have exchanged or data that you may have accessed from public information sites on the Internet.

## Actions appropriate for business use

Your use of computing systems, information repositories, and electronic communication media must be appropriate for business use. In particular, you will not view, manipulate, transmit, store, or access pornographic material or any other type of material which may be found to be objectionable, repugnant or in bad taste in the opinion of any section of the staff of **Merce** or their clients. This restriction also extends to other types of information or services that are not appropriate for business use, e.g. online cricket scores, even if your colleagues do not find it objectionable.





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### Unauthorised access to resources

You will be expected to access only those resources that you have been authorised to access. In particular, any attempt to deliberately gain access to systems, information, or computer accounts and passwords which have not been made available to you in the normal course of business will be treated as a violation of this rule. If you attempt this on systems under the administrative control of clients, it will be viewed with extreme seriousness.

If you inadvertently discover vulnerability in any access protection system in **Merce**, you are expected to make this information known immediately, in writing, by email to a predesignated email address specified below. If you discover such security vulnerability on a system under the administrative control of a client organisation, you are expected to make the details known to a senior member of the client organisation, the pre-designated email address and to your reporting officer in **Merce**, in writing, immediately.

The email address <u>security-holes@merce.co</u> is designated to receive security vulnerability reports.

#### Leave

You will be entitled to privilege leave on completing every month of service.





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## **Documents to be submitted**

At the time of joining, you will be expected to submit one non-returnable photocopy of each of the following documents for our official records:

- Your secondary school leaving certificate or mark-sheet, containing, among other details, your date of birth
- Your graduation degree certificate or provisional certificate
- All post-graduate degree certificates, if you have completed any post-graduation courses, including diploma courses
- One copy of your passport sized photograph
- · A recent salary slip from your last place of employment if you were employed earlier
- · Relieving letter from your immediate previous employer and previous to last company
- Adhaar Card
- Pan Card
- · One Cancelled cheque and Bank pass-book front page photo-copy.

In addition, you will need to submit a statement giving full details of all income earned, income tax paid, and TDS deducted by you in the financial year of your joining us, prior to joining us. In your case, we will need a statement giving details of your income from the beginning of the current financial year to the date of your joining. This information will be used by our Accounts Department for calculation of TDS for you for the first year of your service with us.

Yours sincerely,

For Merce Technologies Pvt Ltd

Yatin Deshmukh

V P – Operations

Rimpa Adhikary HR Executive



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# A warm welcome

We are certain that you will find **Merce** an attractive work environment, with strong demands on your creativity and intellect, and ample opportunity to let you grow as a professional. We are extremely selective about the people we invite to join us. We are confident that you will meet our expectations. We look forward to receiving you as a member of the **Merce** team.

\* \* \* \* \* \*

I understand and accept the terms of employment outlined above, and intend to join **Merce** on the agreed date.

Signature

Full Name Sreyaas N

Date





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# **Annexure 1**

# **Salary Details**

Sreyaas N	Amount in rupees		
CTC Annual	Rs. 5,00,000	CTC Monthly	Rs. 37,499
Salary Structure	CTC Breakup (Annual)	CTC Breakup (monthly)	Annual Component
Basic Salary	2,00,000	16,667	
HRA	1,00,000	8,333	
Conveyance	19,200	1,600	
Medical Reimbursement	15,000	1,250	
Cell Phone Reimbursement	6,000	500	
Provident Funds	21,600	1,800	
Special Allowance	88,200	7,350	
Annual Year-End Bonus	12,500		12,500
Annual Performance Bonus	37,500		37,500
TOTAL CTC	5,00,000	37,499	50,000
Less: Provident Fund		3,600	
Less: Prof Tax		200	
NET SALARY		33,699	





#### Merce Technologies Pvt Ltd

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## **Additional Benefit**

# 1. Insurance coverage

- o Health insurance for self, Rs.100,000 (this includes Covid19 treatment)
- o Personal accident insurance for self for Rs.500,000
- 2. Gratuity is paid as per the Gratuity Act 1972 which is not included as part of your CTC.

## **Terms & Conditions**

- 1. Annual Year-End Bonus is annual component and payable only if you are on payroll of the company as of 31 March of the financial year. The amount will be paid on pro-rata basis.
- 2. Annual Performance Bonus will be paid based on your individual performance and performance of the company. This will be applicable only if you are on payroll as on 31 March of the financial year.
- 3. You are eligible for gratuity as per the provisions of the payment of Gratuity Act.
- 4. Any incidence of tax on your compensation shall be to your account only.

For Merce Technologies Pvt Ltd

Yatin Deshmukh

VP-Operations

Rimpa Adhikary

HR Executive



# Dear Syed Abdul Hakeem,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Date:

Name	Syed Abdul Hakeem	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Nanabala Balaji Bhanu Prakash,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fo	rth by MyCaptain.
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Name: Signa	ture: Date:
-------------	-------------

Name	Nanabala Balaji Bhanu Prakash	
	Nanabala Balaji Bilana i Takas	****
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
A	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Segu Kalyana Chakravarthi,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Segu Kalyana Chakravarthi	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Keerthi Raj S,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

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If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer	set forth b	by MyCaptain.
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Signature:	Date:
	Signature:

Name	Keerthi Raj S	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Kakunuri Deepthi,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

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If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer	set forth b	by MyCaptain.
--------------------	-------------	---------------

Name:	Signature:	Date:
-------	------------	-------

Name	Kakunuri Deepthi		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
Α	Fixed Components INR (Annually)		
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Vemula Manjunath,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Date:

Name	Vemula Manjunath	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Yadaguri Venkata Sai Kumar Reddy,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



I accept the offer set forth by MyCaptain.

Name: Signature: Date:

Name	Yadaguri Venkata Sai Kumar Reddy		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
Α	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Nadendla Mohammed Afridh,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fo	rth by MyCaptain.
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Name:	Signature:	Date:
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Name	Nadendla Mohammed Afridh	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



### Dear Vaishnavi S,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
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Name:	Signature:	Date:
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Name	Vaishnavi S		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Mallarapu Vaishnavi,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Mallarapu Vaishnavi		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Chandora Mahipal Patel,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name: Signature: Date:

Name	Chandora Mahipal Patel	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



### Dear Chikkam Narendra Kumar,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name: Signature: Date:

Name	Chikkam Narendra Kumar	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Shaik Mohaseen,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Shaik Mohaseen	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Uday Gowda N B,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Date:

Name	Uday Gowda N B	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Syed Mujeeb,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name: Signature: Date:

Name	Syed Mujeeb	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Gopalkrishna Biradar,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name:	Signature:	Date:
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Name	Gopalkrishna Biradar	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Pruthvi B,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Pruthvi B		
Designation	Business Operation Executive		
Department	Business Operations		
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS		
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Aishwarya Kamble,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fo	rth by MyCaptain.
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Name: Signa	ture: Date:
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Name	Aishwarya Kamble	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear M U Tejas Gowda,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set f	orth by	MyCaptain.
--------------------------	---------	------------

Name: Signature: Date:

Name	M U Tejas Gowda	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Gurram Raja Reddy,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Gurram Raja Reddy	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Mohammed Faizan,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer	set forth b	by MyCaptain.
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Name:	Signature:	Date:
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Name	Mohammed Faizan	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Namdev,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name: Signature: Date:

Name	Namdev		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations		
Location	Bangalore		
Α	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Abhishek M,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Abhishek M	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Bhargava Kumar Raju D,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer	set forth	by M	yCaptain.
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Name:	Signature:	Date:
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Name	Bhargava Kumar Raju D	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Vamshi K,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Vamshi K	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Mohammed Fareed M,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name: Signature: Date:

Name	Mohammed Fareed M		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear A Pavan,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

## **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



I accept the offer set for	th by MyCaptain.
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Name:	Signature:	Date:
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Name	A Pavan	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Shreyas Gangatkar,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Name:	Signature:	Date:
-------	------------	-------

Name	Shreyas Gangatkar	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Keshav T,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
-----------------------------	-----------------

Name:	Signature:	Date:
-------	------------	-------

Name	Keshav T		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Alister Ryan Ignatius,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
-------	------------	-------

Nama	T		
Name	Alister Ryan Ignatius		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations		
Location	Bangalore		
Α	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Varun R,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Name:	Signature:	Date:
-------	------------	-------

Name	Varun R	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Santhosh Kumar G,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set f	orth by	MyCaptain.
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Name: Signature: Date:

Name	Santhosh Kumar G	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Sanket Dilip Ingale,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Sanket Dilip Ingale	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Karthik N,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name:	Signature:	Date:
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Name	Karthik N	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Calvin M,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Calvin M	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Kurakula Revanth,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
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Name	Kurakula Revanth	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Nithin S,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Date:

Name	Nithin S		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations		
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Challa Ashwin Krishna Vardhan Reddy,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name	Challa Ashwin Krishna Vardhan Reddy	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance 36,	
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Sunil R,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
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Name	Sunil R		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations		
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Tausif Ahmed,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Name:	Signature:	Date:
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Name	Tausif Ahmed		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Anstin Sunny,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set f	forth by	MyCaptain.
--------------------------	----------	------------

Name	Anstin Sunny		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components INR (Annually)		
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Aman Tahasildar,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Name	Aman Tahasildar		
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components INR (Annually)		
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Yadavali Venkat,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set f	orth by	MyCaptain.
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Name	Yadavali Venkat	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Ahil Sha Mc,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Signature:	Date:
	Signature:

Name	Ahil Sha Mc	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Mohammed Taha Najeeb Basha,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	orth by M	vCaptain.
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Name	Mohammed Taha Najeeb Basha		
Designation			
Designation	Business Operation Executive		
Department	Business Operations	Business Operations	
Location	Bangalore		
Α	Fixed Components INR (Annually)		
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component 1,55,000		
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS		
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Prashanth R,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	th by MyCaptain.
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Name	Prashanth R	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Ganesh Kumar Pothan,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



I accept the offer set fort	h by MyCaptain.
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Name	Ganesh Kumar Pothan	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance 36,168	
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Thota Guna Naga Murari,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
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Name	Thota Guna Naga Murari	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Pilli Kalyan Kumar,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set forth by MyCaptain
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Name:	Signature:	Date:
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Name	Pilli Kalyan Kumar	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear M Mohamed Alfiath,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,



I accept the offer set fort	h by MyCaptain.
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Name	M Mohamed Alfiath	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Hithesh P V,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer	set forth b	by MyCaptain.
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Signature:	Date:
	Signature:

Name	Hithesh P V	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components INR (Annually)	
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance 36,168	
В	Variable Component 1,55,000	
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Syed Ikhlas,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

## **Benefits**

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If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set fort	h by MyCaptain.
-----------------------------	-----------------

Name:	Signature:	Date:
-------	------------	-------

Name	Syed Ikhlas	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Rizvi Abusamama Tahqiqhusain,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





I accept the offer set for	rth by MyCaptain.
----------------------------	-------------------

Name:	Signature:	Date:
-------	------------	-------

Name	Rizvi Abusamama Tahqiqhusain	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
Α	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Shravan Kumar M,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

#### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,





## **EMPLOYEE STATEMENT:**

I accept the offer set fort	h by MyCaptain.
-----------------------------	-----------------

Name: Signature: Date:

Name	Shravan Kumar M		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



# Dear Shaik Mujeeb Ur Rehaman,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- 2. During the probation period, your **monthly CTC** will be INR **19,800** and your **net take-home salary** after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

Abhisht A. Pathak Founders Office





## **EMPLOYEE STATEMENT:**

I accept the offer set fort	h by MyCaptain.
-----------------------------	-----------------

Name: Signature: Date:

Name	Shaik Mujeeb Ur Rehaman		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations	Business Operations	
Location	Bangalore		
А	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	_	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Akash S,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

Abhisht A. Pathak Founders Office





## **EMPLOYEE STATEMENT:**

I accept the offer set for	th by MyCaptain.
----------------------------	------------------

Name:	Signature:	Date:
-------	------------	-------

Name	Akash S		
Designation	Business Operation Executive	Business Operation Executive	
Department	Business Operations		
Location	Bangalore		
Α	Fixed Components	INR (Annually)	
	Basic	172,800	
	HRA	69,120	
	Medical Expenses	15,000	
	Special Allowance	36,168	
В	Variable Component	1,55,000	
С	Deductions**		
	Employee PF	21,600	
	Employer PF	21,600	
	Professional Tax	2,400	
	TDS	-	
	Total Cost To Company	5,00,600	
	Net Salary	3,00,000	

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.



## Dear Moideen Ansaf,

Congratulations! We are pleased to offer you to join MyCaptain, Bangalore. It was great to interact and exchange thoughts on how to make this relationship win: win. Please go through the below details and let us know if you have any queries and/or acknowledge your agreement to the same. Please find the details of your joining below:

- 1. Date of Joining: 8th June 2023.
- 2. **Designation:** Business Operation Executive.
- 3. Location: SJR Prime Corporation, Marathahalli Sarjapur Road, Bellandur, Bangalore, India.
- Compensation Offered: Fixed CTC INR 3,45,600/- plus a variable CTC of INR 1,55,000/which is uncapped as of date.
- 5. Please find the CTC Break up in the Annexure below.

#### **Probation**

- 1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
- During the probation period, your monthly CTC will be INR 19,800 and your net take-home salary after all savings deductions will be INR 15,604 + incentives.

### **Benefits**

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

We have prepared a Terms of Employment for your review and acceptance which details the complete terms of your employment with MyCaptain available in the Annexure.

If you choose to accept this offer of employment, please revert to our mail confirming your acceptance. We hope you accept this offer and we look forward to working with you.

Sincerely,

Abhisht A. Pathak Founders Office





## **EMPLOYEE STATEMENT:**

I accept the offer set forth by MyCaptain.

Name:	Signature:	Date:
-------	------------	-------

Name	Moideen Ansaf	
Designation	Business Operation Executive	
Department	Business Operations	
Location	Bangalore	
А	Fixed Components	INR (Annually)
	Basic	172,800
	HRA	69,120
	Medical Expenses	15,000
	Special Allowance	36,168
В	Variable Component	1,55,000
С	Deductions**	
	Employee PF	21,600
	Employer PF	21,600
	Professional Tax	2,400
	TDS	_
	Total Cost To Company	5,00,600
	Net Salary	3,00,000

<sup>\*</sup>Please Note: Your TDS deduction would be subject to vary depending on your declaration of personal investments and pay slab. If you have eligible investments, you will be eligible for a higher take-home upon successful declaration of investment documents.

<sup>\*\*</sup>Esi will be deducted as per government norms.









#### Offer Letter

To,
Mr. Muhammed Hizan M
Parambath House, Civilstation Post Calicut Civil
Station H O

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 





Bangalore - 560050







#### Offer Letter

To,
Mr. Syed Safdar Faisal
# 1/3, Haines Road, 2Nd Cross, Pulikesh Nagar,

Date: 15.12.2022

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,

Date: 15.12.2022

Mr. Akula Sumudhar Reddy Peddamachanur, Marripaddu, Chinamachanur, Nellore, Andhra Pradesh 524230

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,
Mr. Yatish S V
#17 Sonnenaha,Doddabelavangala(Post)
Doddaballapur Taluk Bangalore Rural, Karnataka
India-561204

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before February 2023
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,
Mr. Shaik Jaffar Mohiddin
# 11/73, Asima Str, Udayagiri, Kondayapalyam,
Nellore, A P

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,
Mr. Mervyn Dominic Lye
1099 Ground Floor,2Nd Block,3Rd Main,Bel Layout
Behind Icici Bank,Bangalore North,
Karnataka-560097

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,
Date: 15.12.2022
Mr. Amalanadhuni Sai Pavan Kalyan

37-7-170,Amalanadhuni Vari Complex, Kurnool Road,Ongole Lawyer Pet,Prakasam Andhra Pradesh-523002

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,
Mr. Rohan Chatterjee
# 32/4, Brinddban Mullick Lane, Kadamtala,
Haora Corporation, Kadamtala, Haora,
West Bengal - 711101

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before February 2023
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To, Mr. Mohammed Hammad Anjum Temple Street, Belur Taluk, Alehalli Hassan, Karnataka-573101

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,

Date: 15.12.2022

Mr. Balagonda Satish Kumar 5-1, B C Colony, Chinthalapalli, Chigicherla, Ananthapur, Andhra Pradesh 515672

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## **Offer Letter**

To, Mrs. Konduru Aswini 6/27-A, Balaraju Palli, Rollamadugu, Cuddapah, Rajampet, Andhra Pradesh 516126

Madam,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,

Date: 15.12.2022

Mr. Jabbireddy Praneeth Reddy 9/49, Gandhinagar Near Victory High School, Railway Kodur, Cuddapah, Andhra Pradesh 516101

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## **Offer Letter**

To,
Mrs. Gagana G
#252/1, Chennanayakana Palya, 2Nd Stage,
MS Layout, Nagasandra Post,
Bangalore 560073

Madam,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To, Mr. Somanna M S Balyamundooru Post, Balyamandur, Virajpet, Kodagu - 571215

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before February 2023
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,
Mr. Sure Jaswanth Reddy
# 2-8-5, Marripudi Mandalam Prakasam,

# 2-8-5, Marripudi Mandalam Prakas Andhra Pradesh - 523239

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To, Mr. Bhaskar B Brahmanahalli, Raghurrahalli, Chikkaballapur, Karnataka 563123

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## Offer Letter

To,
Mr. Shaik Shadil Basha
# 30/23-9-14, Alimabads Street, Rayachoti,
Cuddapah, Andhra Pradesh - 516268

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To, Mr. Mogal Musharaf Baig Veeraballi Main Road,Near Bustand Kadapa District, Andhra Pradesh, India-516268

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











## **Offer Letter**

To,
Mr. Rakshith Manjunath
#8/7,4Th Floor,Unnathi Apartment,7Th Cross
Sampige Road, Malleshwram, Bengaluru,
Karnataka,India-560003

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before February 2023
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,

Date: 15.12.2022

Mr. Mohammed Anas Chadkhan B-2,Redifice,Ambrosia,No.30 1St Main,1St Cross,Miller Rd Near Qadria Mosque, Benson Town, Bangalore Karnataka-560046

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be **Rs.25,000/-** per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To, Mr. Shubham Ekka 146, Saket Nagar, Govindpur, Kanker, C G Chattisgarh - 434333

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as Software Engineer.
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 











#### Offer Letter

To,
Mr. Mohammed Nafis
#30/31 2Nd Cross, Seethanna Layout
Chamundinagar, R T Nagar Bangalore, Karnataka,
India-560032

Sir,

Based on the interview held today, we are pleased to offer you a job as **Software Engineer** in our organization. This offer is subject to the following terms and conditions.

- You will be designated as **Software Engineer.**
- You will be bound by the rules of the organization as may be effective during the tenure of your service.
- This offer will be effective from **15.12.2022**
- You are required to join on or before **February 2023**
- Salary will be Rs.25,000/- per month (CTC)
- You will have to enter in to a contract with the Company undertaking to work for a minimum period of three years from the date of joining the Company.

Wishing you all the best

**Yours Sincerely** 





15th December 2022

Sub: Offer of employment by Pin Click

Dear Kancharana Saiteja,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

The terms of our offer are as follows:

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



# The details of your annual earnings are as **Annexure A**.

## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Kancharana Saiteja	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



The details of your annual earnings are as **Annexure B**.

#### **ANNEXURE - B**

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	Kancharana Saiteja Associate Property Advisor		
	Designation			
	Department	Sales		
	Date of Joining	7th February 2023	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

## Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No: +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



## **Letter of Offer**

- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

I have read the terms and conditions set out above and completely understand the same. In accepting employment with Pin Click I undertake to confirm to the terms and conditions set out above as well as other policies, procedures, instructions, etc, as may be communicated to me from time to time.

Name:	Signature:	
Date:	Anticipated Start Date:	



15th December 2022

Sub: Offer of employment by Pin Click

Dear Komaragiri Vijay Tharun,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

The terms of our offer are as follows:

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



# The details of your annual earnings are as **Annexure A**.

#### ANNEXURE - A

	Name	Komaragiri Vijay Tharun  Associate Property Advisor  Sales  7th February 2023	
	Designation		
	Department Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
Α	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



The details of your annual earnings are as **Annexure B**.

## **ANNEXURE - B**

		Komaragiri Vijay Tharun		
	Name			
	Designation	Associate Property Advisor Sales 7th February 2023		
	Department  Date of Joining			
	CATEGORY	INR – Monthly	INR – Annual	
Α	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

## Pin Click Property Management Pvt Ltd

No 94 Amar Jyothi layout, Above HDFC Bank 3rd floor, Domlur, Bangalore-560071. Contact No: +91-8047-193000 website :www.pinclick.com CIN No.U70102KA2015PTC084563



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Meruva Venkata Phani Komal,

### Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Meruva Venkata Phani Komal	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
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A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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### **ANNEXURE - B**

	Name	Meruva Venkata Ph	ani Komal
	Name Designation	Associate Property	, Δdvisor
	Department	Sales	Advisor
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
A	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	·	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Mohammed Sameer,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	Name	Mohammed Sameer	
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,69
	Professional tax	200	2,40
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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### ANNEXURE - B

C	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Mohammed Samee	r
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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- \* Two-wheeler is mandatory with valid driving license
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Nagaruru Venkata Akash,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	Name	Nagaruru Venkata Akash	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



## ANNEXURE - B

		Nagaruru Venkata Akash	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* The Offer/ Salary Is Subjective to Completion of Training
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Nidhi S M.

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
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- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Nidhi S M	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR - Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
2.2	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
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A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Nidhi S M	
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
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	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Niharika C L,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



# ANNEXURE - A

	Name	Niharika C L	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Niharika C L	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	·	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Nukala Harsha Sai Teja,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Nukala Harsha Sai Teja	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
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A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* Two-wheeler is mandatory with valid driving license
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### **ANNEXURE - B**

		Nukala Harsha Sai Teja		Nukala Harsha Sai Teja	Геја
	Name				
	Designation	Associate Property	/ Advisor		
	Department				
	Date of Joining				
	CATEGORY	INR – Monthly	INR – Annual		
	Fixed Compensation				
	Basic Salary	7,500	90,000		
	House Rent Allowance	6,250	75,000		
Α	Conveyance Allowance	800	9,600		
	Medical Reimbursement	1,250	15,000		
	Children Education Allowance	2,000	24,000		
	Special Allowance	3,540	42,480		
	Subtotal I / Gross Pay	23,740	2,84,880		
	Professional tax	200	2,400		
В	PF Employer	900	10,800		
A-B	Net Salary	22,640	2,71,680		
	Benefits				
С	PF Employee	900	10,800		
	Gratuity	360	4,320		
	SubTotal II	1,260	15,120		
Total A + C	Cost to the Company	25,000	3,00,000		
	Performance Enhanced Incentives	15,000*	1,80,000*		

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Patta Aakash Kumar,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
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#### ANNEXURE - A

	Name	Patta Aakash Kumar	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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### ANNEXURE - B

C	OMPENSATION & BENEFITS STATEMENT	F – PIN CLICK	
	Name	Patta Aakash Kumar  Associate Property Advisor  Sales  7th February 2023	
	Designation		
	Department		
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Peddapalli Vamsi Krishna,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	Name	Peddapalli Vamsi Krishna	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Peddapalli Vamsi Krishna	
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
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Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Rekhapalli Anantha Venkata Pavan,

## Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	Rekhapalli Anantha	khapalli Anantha Venkata Pavan	
	Designation	Associate Property Advisor Sales 7th February 2023		
	Department			
	Date of Joining			
	CATEGORY	INR – Monthly	INR – Annual	
Α	Fixed Compensation			
	Basic Salary	6,600	79,200	
	House Rent Allowance	5,500	66,000	
	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	4,741	56,892	
	Subtotal I / Gross Pay	20,891	2,50,692	
	Professional tax	200	2,400	
В	PF Employer	792	9,504	
A-B	Net Salary	19,899	2,38,788	
	Benefits			
С	PF Employee	792	9,504	
	Gratuity	317	3,804	
	SubTotal II	1,109	13,308	
Total A + C	Cost to the Company	22,000	2,64,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

	Name	Rekhapalli Anantha Venkata Pavan  Associate Property Advisor  Sales  9 7th February 2023		
	Designation			
	Department			
	Date of Joining			
	CATEGORY	INR – Monthly	INR – Annual	
Α	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
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В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits	·		
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Pendekanti Amar Kishor Reddy,

## Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Pendekanti Amar Kis	shor Reddy
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
, ,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

	Name	Pendekanti Amar K	ishor Reddy
	Designation	Associate Property	/ Advisor
	Department	Sales	, , , , , , , , , , , , , , , , , , , ,
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	·	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
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To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Somisetty Spoorthy,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Somisetty Spoorthy	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
Α	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

(	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Somisetty Spoorthy	1
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
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Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Noor E Saniya,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
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- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Noor E Saniya	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
Α	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
2.5	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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## **ANNEXURE - B**

		Noor E Saniya	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear **D Prajasree**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
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- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	D Prajasree	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* Two-wheeler is mandatory with valid driving license
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### **ANNEXURE - B**

		D Prajasree	
	Name	•	
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Vishnu R S,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Vishnu R S	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* 7-10 days of training period
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### **ANNEXURE - B**

		Vishnu R S		Vishnu R S	
	Name				
	Designation	Associate Property	/ Advisor		
	Department	Sales			
	Date of Joining	7th February 2023			
	CATEGORY	INR – Monthly	INR – Annual		
	Fixed Compensation				
	Basic Salary	7,500	90,000		
	House Rent Allowance	6,250	75,000		
Α	Conveyance Allowance	800	9,600		
	Medical Reimbursement	1,250	15,000		
	Children Education Allowance	2,000	24,000		
	Special Allowance	3,540	42,480		
	Subtotal I / Gross Pay	23,740	2,84,880		
	Professional tax	200	2,400		
В	PF Employer	900	10,800		
A-B	Net Salary	22,640	2,71,680		
	Benefits	<u> </u>			
С	PF Employee	900	10,800		
	Gratuity	360	4,320		
	SubTotal II	1,260	15,120		
Total A + C	Cost to the Company	25,000	3,00,000		
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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Mussarath Ara M,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Mussarath Ara M	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Mussarath Ara M	
	Name Designation	Associate Property	, Advisor
	Department	Sales	Auvisoi
	Date of Joining		
	CATEGORY	7th February 2023	INR – Annual
		INR – Monthly	INK – Annuai
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	· ·	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Sidde Mokshitha,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Sidde Mokshitha	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	Sidde Mokshitha	Sidde Mokshitha	
	Designation	Associate Property	ty Advisor	
	Department	Sales		
	Date of Joining	7th February 2023		
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Seella Narendra,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Seella Narendra	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

С	OMPENSATION & BENEFITS STATEMENT	Γ – PIN CLICK	
	Name Seella Narendra		
	Designation	Associate Property Advisor Sales	
	Department		
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Emani Likhita,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

		Emani Likhita	
	Name		
	Designation	Associate Property Advisor Sales 7th February 2023	
	Department Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
Α	Fixed Compensation		
	Basic Salary	6,600	79,20
	House Rent Allowance	5,500	66,00
	Conveyance Allowance	800	9,60
	Medical Reimbursement	1,250	15,00
	Children Education Allowance	2,000	24,00
	Special Allowance	4,741	56,89
	Subtotal I / Gross Pay	20,891	2,50,69
	Professional tax	200	2,40
В	PF Employer	792	9,50
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,80
	SubTotal II	1,109	13,30
Total A + C	Cost to the Company	22,000	2,64,00
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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#### ANNEXURE - B

I	COMPENSATION & BENEFITS STATEMEN	Γ – PIN CLICK	
	Name	Emani Likhita	
	Designation	Associate Property Advisor Sales 7th February 2023	
	Department		
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
В	Professional tax	200	2,400
	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Kandula Jithendra Subramanyam,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Kandula Jithendra Subramanyam  Associate Property Advisor  Sales	
	Designation		
	Department		
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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## **ANNEXURE - B**

	Kandula Jithendra Subramar		Subramanyam	
	Designation Designation	Associate Property	/ Advisor	
	Department		Sales	
	Date of Joining	7th February 2023		
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
,	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Yaswanth Delhi Yarra,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Yaswanth Delhi Yarr	a
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Yaswanth Delhi Yarra	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Syed Saaduddin,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name Syed Saaduddii		
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
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### ANNEXURE - B

С	OMPENSATION & BENEFITS STATEMENT	Γ – PIN CLICK	
	Name	Syed Saaduddin  Associate Property Advisor  Sales	
	Designation		
	Department		
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
A	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Tata Vamsi Sai,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Tata Vamsi Sai		
	Designation	Associate Property	Advisor	
	Department	Sales		
	Date of Joining	7th February 2023	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	6,600	79,200	
	House Rent Allowance	5,500	66,000	
Α	Conveyance Allowance	800	9,600	
2.1	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	4,741	56,892	
	Subtotal I / Gross Pay	20,891	2,50,692	
	Professional tax	200	2,400	
В	PF Employer	792	9,504	
A-B	Net Salary	19,899	2,38,788	
	Benefits			
С	PF Employee	792	9,504	
	Gratuity	317	3,804	
	SubTotal II	1,109	13,308	
Total A + C	Cost to the Company	22,000	2,64,000	
	Performance Enhanced Incentives	15,000*	1,80,000	

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



#### ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	Γ – PIN CLICK	
	Name	Tata Vamsi Sai	
	Designation	Associate Property Advisor Sales	
	Department Date of Joining		
		7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
7.1	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Palavali Lakshmi Charan Reddy,

## Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Palavali Lakshmi Charan Reddy	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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## **ANNEXURE - B**

	Name	Palavali Lakshmi Charan Reddy		
	Designation	Associate Property	Associate Property Advisor	
	Department	Sales	,	
	Date of Joining	7th February 2023		
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits	·		
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Chinmayi Rachana C A,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
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- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Chinmayi Rachana C A	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
2.5	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* 7-10 days of training period
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### ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Chinmayi Rachana C A  Associate Property Advisor	
	Designation		
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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Mr.Manik Kinra Co Founder

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Ganigunthala Manoj,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
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- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

	Name	Ganigunthala Manoj	
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,69
	Professional tax	200	2,400
В	PF Employer	792	9,50
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
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- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

	Ganigunthala Manoj		j	
	Name			
	Designation	Associate Property	/ Advisor	
	Department	Sales		
	Date of Joining	7th February 2023	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear **Umme Hanifa**,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Umme Hanifa	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

I	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Umme Hanifa	
	Designation	Associate Property	/ Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Preetam R,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



#### ANNEXURE - A

		Preetam R	
	Name		
	Designation	Associate Property Advisor Sales 7th February 2023	
	Department Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
Α	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK		
	Name	Preetam R		
	Designation	Associate Property	Associate Property Advisor	
	Department	Sales 7th February 2023		
	Date of Joining			
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
В	Professional tax	200	2,400	
	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Sikakollu Uma Sai Krishna,

### Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



### ANNEXURE - A

	Name	Sikakollu Uma Sai K	rishna
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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### **ANNEXURE - B**

		Sikakollu Uma Sai I	Krishna
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
A	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	<u> </u>	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Suchitha Y M,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Suchitha Y M	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



## ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Suchitha Y M	
	Designation	Associate Property	y Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

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We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Umar Shariff,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



### ANNEXURE - A

		Umar Shariff	
	Name	Offiai Shariii	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,20
	House Rent Allowance	5,500	66,00
Α	Conveyance Allowance	800	9,6
	Medical Reimbursement	1,250	15,0
	Children Education Allowance	2,000	24,00
	Special Allowance	4,741	56,89
	Subtotal I / Gross Pay	20,891	2,50,6
	Professional tax	200	2,4
В	PF Employer	792	9,5
A-B	Net Salary	19,899	2,38,7
	Benefits		
С	PF Employee	792	9,5
	Gratuity	317	3,8
	SubTotal II	1,109	13,3
Total A + C	Cost to the Company	22,000	2,64,0
	Performance Enhanced Incentives	15,000*	1,80,00

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Umar Shariff	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	<u> </u>	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.

To accept this offer, sign the copy and return the duplicate/scan copy to the sender. Kindly ensure that the copy of acceptance reaches us as prescribed.

We look forward to the opportunity of working with you at Pin Click Property Management Pvt Ltd

Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:
Date:	Anticipated Start Date:



Sub: Offer of employment by Pin Click

Dear Manish K G,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



### ANNEXURE - A

		Manish K G	
	Name	Wanish K G	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,20
	House Rent Allowance	5,500	66,00
Α	Conveyance Allowance	800	9,60
	Medical Reimbursement	1,250	15,00
	Children Education Allowance	2,000	24,00
	Special Allowance	4,741	56,89
	Subtotal I / Gross Pay	20,891	2,50,69
	Professional tax	200	2,40
В	PF Employer	792	9,50
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,50
	Gratuity	317	3,80
	SubTotal II	1,109	13,30
Total A + C	Cost to the Company	22,000	2,64,0
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Manish K G	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
A	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Devarala Chandra Sekhar,

### Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



### ANNEXURE - A

	Name	Devarala Chandra Sekhar	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* 7-10 days of training period
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## **ANNEXURE - B**

	Devarala Chandra Sekhar		Sekhar	
	Name			
	Designation		Associate Property Advisor	
	Department	Sales 7th February 2023		
	Date of Joining			
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits	<u> </u>		
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Imaad Inayathulla Sharief,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Imaad Inayathulla Sh	narief
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000*

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- \* 7-10 days of training period
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### **ANNEXURE - B**

	COMPENSATION & BENEFITS STATEMENT	T – PIN CLICK		
	Name	Imaad Inayathulla S	Imaad Inayathulla Sharief  Associate Property Advisor	
	Designation	Associate Property		
	Department	Sales		
	Date of Joining	7th February 2023		
	CATEGORY	INR – Monthly	INR – Annual	
	Fixed Compensation			
	Basic Salary	7,500	90,000	
	House Rent Allowance	6,250	75,000	
Α	Conveyance Allowance	800	9,600	
	Medical Reimbursement	1,250	15,000	
	Children Education Allowance	2,000	24,000	
	Special Allowance	3,540	42,480	
	Subtotal I / Gross Pay	23,740	2,84,880	
	Professional tax	200	2,400	
В	PF Employer	900	10,800	
A-B	Net Salary	22,640	2,71,680	
	Benefits			
С	PF Employee	900	10,800	
	Gratuity	360	4,320	
	SubTotal II	1,260	15,120	
Total A + C	Cost to the Company	25,000	3,00,000	
	Performance Enhanced Incentives	15,000*	1,80,000*	

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd



- a) The employee shall manage the day-to-day affairs of the company and shall supervise the office staff and any other employees of the Company. The supervisory function shall be discharged by the employee with due regard to his KRA's.
- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Tummala Srivalli,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
- 6. You will be governed at all times by the policies, procedures and rules of Pin Click related to the salary, allowances, benefits and perquisites which are specified in this Agreement and its Annexure. Pin Click may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.
- During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Tummala Srivalli	
	Designation	Associate Property	Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
,	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,788
	Benefits	·	
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

- \* The Offer/ Salary Is Subjective to Completion of Training
- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### **ANNEXURE - B**

		Tummala Srivalli	
	Name		
	Designation	Associate Property	/ Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits	·	
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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Mr.Manik Kinra Co Founder

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- b) The employee shall at all times abide by the policies and practices of the Company and comply with applicable laws

Name:	Signature:	
Date:	Anticipated Start Date:	



Sub: Offer of employment by Pin Click

Dear Debajeet Sarma,

Congratulations!

We are pleased to extend an offer to you to join Pin Click as "Associate Property Advisor", with effect from 7th February 2023.

- 1. The details of your annual earnings are attached herewith as Annexure A. Once the Probation is confirmed **4.8 LPA** is applicable and attached herewith Annexure B.
- Your initial posting as Pin Click employee will be at the Bangalore office. Pin Click, however, reserves the choice to post/transfer you at any of their offices in India and outside. In which case, all transfer facilities applicable by company policies will be made available to you.
- 3. The Company reserves the right to conduct background investigations and/or reference checks on all its potential employees and your job offer is contingent upon such clearance
- 4. You will be on probation for a period of six months and maybe confirmed as a permanent employee upon successful completion of the probation. During the probation period, your services can be terminated without any notice or salary thereof on either side.
- 5. While we look forward to a long and profitable relationship, the employment relationship can be terminated by either of us at any time with 15daysnotice period or 15day'ssalary in lieu thereof. The Company will have discretion on the above mentioned options and can waive the notice period or accept/pay payment in lieu of notice period ormandate15 days notice at its sole discretion based on project deliverables, forecasting and appropriate knowledge transfer. Under any circumstance if you are unable to serve the notice period, the Company can decide to agree or refuse to provide the releasing letter of employment. Any statements or representations to the contrary (and, indeed, any statements contradicting any provision in this letter) should be regarded by you as ineffective.
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- 7. During your employment with Pin Click, you will, under no circumstances, work for any other firm or person, directly or indirectly, in a paid or honorary position, without an explicit permission from Pin Click.
- 8. You will not engage in any unethical practice, which might affect Pin Click and its employees, client and partners.



## ANNEXURE - A

	Name	Debajeet Sarma	
	Designation	Associate Property	Advisor
	Department	Sales 7th February 2023	
	Date of Joining		
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	6,600	79,200
	House Rent Allowance	5,500	66,000
Α	Conveyance Allowance	800	9,600
7.	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	4,741	56,892
	Subtotal I / Gross Pay	20,891	2,50,692
	Professional tax	200	2,400
В	PF Employer	792	9,504
A-B	Net Salary	19,899	2,38,78
	Benefits		
С	PF Employee	792	9,504
	Gratuity	317	3,804
	SubTotal II	1,109	13,308
Total A + C	Cost to the Company	22,000	2,64,000
	Performance Enhanced Incentives	15,000*	1,80,000

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- \* Two-wheeler is mandatory with valid driving license
- \* 7-10 days of training period
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- Gross Pay is prior to tax being deducted at Source from the salary, Professional tax and Employee contribution towards PF as applicable.



### ANNEXURE - B

	COMPENSATION & BENEFITS STATEMEN	T – PIN CLICK	
	Name	Debajeet Sarma	
	Designation	Associate Property	y Advisor
	Department	Sales	
	Date of Joining	7th February 2023	
	CATEGORY	INR – Monthly	INR – Annual
	Fixed Compensation		
	Basic Salary	7,500	90,000
	House Rent Allowance	6,250	75,000
Α	Conveyance Allowance	800	9,600
	Medical Reimbursement	1,250	15,000
	Children Education Allowance	2,000	24,000
	Special Allowance	3,540	42,480
	Subtotal I / Gross Pay	23,740	2,84,880
	Professional tax	200	2,400
В	PF Employer	900	10,800
A-B	Net Salary	22,640	2,71,680
	Benefits		
С	PF Employee	900	10,800
	Gratuity	360	4,320
	SubTotal II	1,260	15,120
Total A + C	Cost to the Company	25,000	3,00,000
	Performance Enhanced Incentives	15,000*	1,80,000*

Note: \* Performance Enhanced Incentives Is Target Based and will be paid based on your sales achievement

- \* The Offer/ Salary Is Subjective to Completion of Training
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- \* 3000 rupees includes the traveling allowance, 500 rupees includes the mobile allowance.
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Mr.Manik Kinra Co Founder

# Pin Click Property Management Pvt Ltd