Jagannath International Management School

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12. Status of Placement

(iv) Total No. of Students having been placed

Batch 2022-25	BBA	B.Com. (H)
Total No. of Students	**95**	**81**
No. of Students Placed	57+8(Family Business)	49
No. of Students Admitted for Higher Studies	4	8
No. of Students Preparing for Higher Studies (CAT/MAT) etc.	20	11
No. of students seeking for Family Business/Entrepreneurship	8 (got the placement from the college but joined the family business)	9
No. of students preparing for Civil Services	6 (5 have appeared in higher studies as well and 1 is only for civil services)	4

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DETAILS FOR STUDENTS HAVING BEEN PLACED

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Sr No.	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	**2024-25**	MEHAK ARORA - 9873900889	BBA	Intellipaat Software Solutions Private - 7022374614 dchittora@intellipaat.c,	9.0 LPA
2	**2024-25**	Divyansh - 8448727237	BBA	OURBUS INDIA - 8062750000 support@ourbus.in	4.92 LPA
3	**2024-25**	Harshita Malhotra - 9717552528	BBA	Launched - 9591571307	7 LPA
4	**2024-25**	Kartik Saxena - 8851266490	BBA	Launched - 9591571307	7 LPA
5	**2024-25**	Sanchita Gupta - 7011050512	BBA	Launched - 9591571307	7 LPA
6	**2024-25**	Tanisha Arora - 9873110135	BBA	Launched - 9591571307	7 LPA
7	**2024-25**	Priyanshi aggarwal - 8700425081	BBA	Launched - 9591571307	7 LPA
8	**2024-25**	Nidhish Mehrotra - 7303860063	BBA	EY Global Delivery Services India LLP - 08066813000	2.76
9	**2024-25**	Dev Tyagi - 8851569382	BBA	Godrej EnterprisesGroup - 9167306115	3 LPA
10	**2024-25**	Mudit Khatter -	BBA	Godrej EnterprisesGroup -	3 LPA
11	**2024-25**	Himanshi - 9654080159	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
12	**2024-25**	Kashish Singh - 9319800407	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
13	**2024-25**	Jitinj nair - 8700476322	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
14	**2024-25**	Dhruv chauhan - 8076724102	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
15	**2024-25**	Ayush sehgal - 9818501777	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
16	**2024-25**	Arpit Goel - 9971762999	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
17	**2024-25**	Charvee Gupta - 8595644306	BBA	Hike education private limited - hr@hikeedu.inor cr@hikeedu.in	6.18LPA
18	**2024-25**	Dev Verma - 9953999304	BBA	Winspark innovations learning pvt ltd - http://www.planetspark.in	6.63 LPA
19	**2024-25**	Ritika chauhan - 9718821382	BBA	Winspark innovations learning pvt ltd - http://www.planetspark.in	6.63 LPA
20	**2024-25**	Tanvi bhasker - 7065855564	BBA	XXVII Inc -https://www.dnb.com/business-directory/company-profiles.auto_company_xxvii_inc.1e8da84a9024ec4c45b9475009340b40.html	2.4 Lpa
21	**2024-25**	Prishabh gupta - 9310774047	BBA	Winspark innovations learning pvt ltd - http://www.planetspark.in	6.63 LPA
22	**2024-25**	Kartik bansal - 7289967057	BBA	Winspark innovations learning pvt ltd - http://www.planetspark.in	6.63 LPA

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23	**2024-25**	Palak bisht - 959973030\6	BBA	Globiva Services Private Limited - 0124-4003847 Email :info@globiva.com	2.40 LPA
24	**2024-25**	Ansh saluja - 9643561055	BBA	Globiva Services Private Limited - 0124-4003847 Email :info@globiva.com	2.40 LPA
25	**2024-25**	Shaswat bhatt - 9560408566	BBA	Globiva Services Private Limited - 0124-4003847 Email :info@globiva.com	2.40 LPA
26	**2024-25**	Divyans h - 8448727237	BBA	Globiva Services Private Limited - 0124-4003847 Email :info@globiva.com	2.40 LPA
27	**2024-25**	Aditya sharma - 9315583663	BBA	Globiva Services Private Limited - 0124-4003847 Email :info@globiva.com	2.40 LPA
28	**2024-25**	Rahul - 9811066359	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
29	**2024-25**	Tanishq gupta - 8282824425	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
30	**2024-25**	Kuhu saxena - 8595898993	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
31	**2024-25**	Harsh kumar - 9582321306	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
32	**2024-25**	Chitra - 7497885016	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
33	**2024-25**	Mayank jain - 9811429100	BBA	Easy Insights - www.easyinsights.ai	4.0 LPA
34	**2024-25**	Shreya vats - 8383061856	BBA	Paytm Services Private Limited - 91 120 4770770; offer@paytmservice s.com	2.90 LPA
35	**2024-25**	Sanya khanna - 8130813099	BBA	Paytm Services Private Limited - 91 120 4770770; offer@paytmservice s.com	2.90 LPA
36	**2024-25**	Yash jain - 9818062197	BBA	Paytm Services Private Limited - 91 120 4770770; offer@paytmservice s.com	2.90 LPA
37	**2024-25**	Rishabh satti - 6264190398	BBA	Paytm Services Private Limited - 91 120 4770770; offer@paytmservice s.com	2.90 LPA
38	**2024-25**	Harsh dadhich - 9811383816	BBA	Paytm Services Private Limited - 91 120 4770770; offer@paytmservice s.com	2.90 LPA
39	**2024-25**	Tanisha chawla - 9315689446	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA

40	**2024-25**	Nitin negi - 8076603577	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
41	**2024-25**	Dhavi sharma - 8595715305	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
42	**2024-25**	Banisha kundi - 8368087641	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
43	**2024-25**	Preeti - 8130510699	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
44	**2024-25**	Lipika chug - 8595647882	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
45	**2024-25**	Akshim verma - 9810498114	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
46	**2024-25**	Yash ahlawat - 9773751540	BBA	Souk Media Private Limited - 9873077570 contact@soukmedia .com	2.40 LPA
47	**2024-25**	Prasidh malhotra - 8700521898	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
48	**2024-25**	Kanish sharma - 9871500486	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
49	**2024-25**	Yash vardhan - 7042292413	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
50	**2024-25**	Sarthak garg - 9205779515	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
51	**2024-25**	Ankush singhkarasi - 8700423458	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA

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52	**2024-25**	Yash dua - 8920938812	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
53	**2024-25**	Salman - 8383931759	BBA	Souk MediaPrivate Limited - 9873077570 contact@soukmedia .com	2.40 LPA
54	**2024-25**	Gaurav Soni - 8595811832	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
55	**2024-25**	Vinay kundlia-7982256444	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
56	**2024-25**	Kashish-8595871580	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
57	**2024-25**	Lakshya mahala-9868618875	BBA	Velocity Global Management Services Pvt Ltd-+91 (0)80-43728940-hello@velocityglobal.com	6 LPA
58	**2024-25**	Tanmay tully-8178646711	BBA	Velocity Global Management Services Pvt Ltd-+91 (0)80-43728940-hello@velocityglobal.com	6 LPA
59	**2024-25**	Dhruv sharma-9821010871	BBA	Velocity Global Management Services Pvt Ltd-+91 (0)80-43728940-hello@velocityglobal.com	6 LPA
60	**2024-25**	Raghav sapra-9650801591	BBA	Velocity Global Management Services Pvt Ltd-+91 (0)80-43728940-hello@velocityglobal.com	6 LPA
61	**2024-25**	SANYA JAIN-9654696947	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
62	**2024-25**	DEVESH-8595587757	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
63	**2024-25**	KAVYA GOSWAMI-9758177719	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
64	**2024-25**	VIDHI BHATIA-9897235728	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
65	**2024-25**	NITIN KUMAR MEENA-9354015227	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
66	**2024-25**	Jowel Jogi-9311257242	B.Com .(Hons.)	College Dunia Web.Pvt.Ltd-0124-4652900; Email:accounts@collegedunia.com	4 LPA
67	**2024-25**	Aditi Gupta-9625930269	B.Com .(Hons.)	Launched, 91 9591571307	7 LPA
68	**2024-25**	Shantanu Raj-8368713487	B.Com .(Hons.)	Launched, 91 9591571307	7 LPA
69	**2024-25**	C P Faiz-9711972678	B.Com .(Hons.)	Wipro Services Pvt.Ltd.,91-120 2328686	3.08 LPA+Incentive
70	**2024-25**	Kamolini Ghosh-958283992	B.Com .(Hons.)	Hike education private limited, Hr@hikeedu.in orcr@hikeedu.in	6.18 LPA

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71	**2024-25**	Siya Chandna-9811176131	B.Com .(Hons.)	Hike education private limited, Hr@hikeedu.in orcr@hikeedu.in	6.18 LPA
72	**2024-25**	Dev Juneja-9560929529	B.Com .(Hons.)	Hike education private limited, Hr@hikeedu.in orcr@hikeedu.in	6.18 LPA
73	**2024-25**	Twinkle Batra-9953131841	B.Com .(Hons.)	Hike education private limited, Hr@hikeedu.in orcr@hikeedu.in	6.18 LPA
74	**2024-25**	Naman Sharma-9311699681	B.Com .(Hons.)	Hike education private limited, Hr@hikeedu.in orcr@hikeedu.in	6.18 LPA
75	**2024-25**	Tushar Pandey-9650144631	B.Com .(Hons.)	Winspark innovations learning pvt ltd, Http://www.planetspark.in	6.63 LPA
76	**2024-25**	Akshay Lodhi-9752933499	B.Com .(Hons.)	Winspark innovations learning pvt ltd, Http://www.planetspark.in	6.63 LPA
77	**2024-25**	Mohd Nasim Akhtar-8882313956	B.Com .(Hons.)	Winspark innovations learning pvt ltd, Http://www.planetspark.in	6.63 LPA
78	**2024-25**	Dhruv Kohli-7840007599	B.Com .(Hons.)	Winspark innovations learning pvt ltd, Http://www.planetspark.in	6.63 LPA
79	**2024-25**	Shivam Dutta-9354400609	B.Com .(Hons.)	Winspark innovations learning pvt ltd, Http://www.planetspark.in	6.63 LPA
80	**2024-25**	Sanya Gupta-9870407883	B.Com .(Hons.)	Globiva Services Private Limited, 0124-4003847,Email :info@globiva.com	2.40 LPA
81	**2024-25**	Arihant Chaturvedi-9873658413/9873658413	B.Com .(Hons.)	Globiva Services Private Limited, 0124-4003847,Email :info@globiva.com	2.40 LPA
82	**2024-25**	Garima Singh-9212415907	B.Com .(Hons.)	Globiva Services Private Limited, 0124-4003847,Email :info@globiva.com	2.40 LPA
83	**2024-25**	Vaibhav Khurana-9667692258	B.Com .(Hons.)	Globiva Services Private Limited, 0124-4003847,Email :info@globiva.com	2.40 LPA
84	**2024-25**	Devyanshi Wadhwani-9560494366	B.Com .(Hons.)	Easy Insights,www.easyinsights.ai	4 LPA
85	**2024-25**	Shubh Nagpal-7835952314	B.Com .(Hons.)	Easy Insights,www.easyinsights.ai	4 LPA
86	**2024-25**	Daksh Wadhera-7291805310	B.Com .(Hons.)	Easy Insights,www.easyinsights.ai	4 LPA
87	**2024-25**	Harsh Mittal-9868804095	B.Com .(Hons.)	Easy Insights,www.easyinsights.ai	4 LPA
88	**2024-25**	Mahek Sharma-9650858164	B.Com .(Hons.)	Easy Insights,www.easyinsights.ai	4 LPA
89	**2024-25**	Kesar Bhalla-9650858164	B.Com .(Hons.)	91 120 4770770;offer@paytmservices.com	2.90 LPA

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90	**2024-25**	Aurnab Saha-9810249879	B.Com .(Hons.)	91 120 4770770;offer@paytmservices.com	2.90 LPA
91	**2024-25**	Somill Luthra - 8287511099	B.Com .(Hons.)	91 120 4770770;offer@paytmservices.com	2.90 LPA
92	**2024-25**	Yugam Nagrani - 8929373839	B.Com .(Hons.)	91 120 4770770;offer@paytmservices.com	2.90 LPA
93	**2024-25**	Yash Bhatia -9818314959	B.Com .(Hons.)	91 124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
94	**2024-25**	Gunika Soni-9958898120	B.Com .(Hons.)	91124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
95	**2024-25**	Pranay Baid-9643553108	B.Com .(Hons.)	91 124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
96	**2024-25**	Vinita Jain-8527870711	B.Com .(Hons.)	91 124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
97	**2024-25**	Shivam-7827104325	B.Com .(Hons.)	91 124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
98	**2024-25**	Diya Rawat -8595833634	B.Com .(Hons.)	91 124 436 2020;Email:india@campusgroup.com.au	3.30 LPA
99	**2024-25**	Pavani Omar-9454754979	B.Com .(Hons.)	91 9873077570;;contact@soukmedia.com	2.40 LPA
100	**2024-25**	Gunansh Kochhar-9910734224	B.Com .(Hons.)	91 9873077570;;contact@soukmedia.com	2.40 LPA
101	**2024-25**	Nitin R-7011770959	B.Com .(Hons.)	919873077570;;contact@soukmedia.com	2.40 LPA
102	**2024-25**	Khushi Juneja-9971260304	B.Com .(Hons.)	919873077570;;contact@soukmedia.com	2.40 LPA
103	**2024-25**	Aditya Prakash Joshi - 9315558070	B.Com .(Hons.)	919873077570;;contact@soukmedia.com	2.40 LPA
104	**2024-25**	Prisha Kohli-9548131526	B.Com .(Hons.)	91 9980537840,amisha@corizo.co.in	6.50 LPA
105	**2024-25**	Rishita Agarwal-8826119795	B.Com .(Hons.)	91 (0)8043728940,Hello@velocityglobal.com	6 LPA
106	**2024-25**	Shubhankar Gupta-7007247853	B.Com .(Hons.)	91 (0)8043728940,Hello@velocityglobal.com	6 LPA
107	**2024-25**	Anmol Taneja-9871604006	B.Com .(Hons.)	91 (0)8043728940,Hello@velocityglobal.com	6LPA
108	**2024-25**	Aatiksh Kashyap - 7979779043	B.Com .(Hons.)	91 1140525000,Email :info@imagesgroup.in	3.0 LPA+perks

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109	**2024-25**	Vinayak Kalra - 8178358799	B.Com .(Hons.)	91 1140525000,Email :info@imagesgroup.in	3.0 LPA+perks
110	**2024-25**	Khushi Nagpal- 8826771577	B.Com .(Hons.)	91 1140525000,Email :info@imagesgroup.in	3.0 LPA+perks
111	**2024-25**	Shambhav Bhatnagar- 9667018038	B.Com .(Hons.)	91 1140525000,Email :info@imagesgroup.in	3.0 LPA+perks
112	**2024-25**	Raman Sharma- 9560859569	B.Com .(Hons.)	91 1140525000,Email :info@imagesgroup.in	3.0 LPA+perks
113	**2024-25**	Dhriti Sharma- 7982903612	B.Com .(Hons.)	NOIDA– 201304, UP, India t: +91 0120 6120 25000	2.73 Lpa
114	**2024-25**	Saiyam Aggarwal- 9354256436	B.Com .(Hons.)	IP extension, Delhi, Mandawali uche par B-43 , Delhi -92 IP extension Delhi 110092	4.9 Lpa

IntelliPaat
Software Solutions Pvt. Ltd.

6th Floor, Primeco Towers, Arekere Gate, Junction,
Bannerghatta Main Rd, Bengaluru, Karnataka 560076
GSTIN:29AACCI6735P1ZV | CIN:-U72200RJ2011PTC035843
+91-7022374614 www.intellipaat.com

To **Date: 6th June, 2025**

Mehak Arora
Subject: Internship Offer Letter

Dear Mehak Arora,

In reference to your application, we would like to congratulate you on being selected for an internship with the Intellipaat Software Solutions Pvt. Ltd. Your work is scheduled to start on **23rd June, 2025** for a period of 6 months. During this period, you will get paid **Rs. 25,000/month** (Rupees Twenty-Five Thousand Only) and you will be working as a **'Business Development Trainee'**. The technical platform and job role will be shared with you by your manager on the day of your joining.

Note:

- Number of working days is **6** days a week.
- Your first month salary (30 days) will be on hold and released along with your fourth month salary.
- Examination form needs to filled before on boarding
- Please note exam leaves will not be provided in the first 3 months from the date of joining, also if leaves are availed before the dates mentioned in the exam form, (salary for first month KT- will not be provided because we have to give again KT due to GAP or Breaks) or will not continue internship due to wrong information
- As per your KPI, you will be expected to have a minimum of 3 hours of call time. Failing to meet your KPI, will automatically fall into absenteeism.
- During this Internship, you are eligible to get up to Rs **200,000**/- as an incentive based on your performance.
- During your internship, you are expected to be disciplined and sincere towards your job responsibility.
- Based on your performance, the Pre-Placement Offer will be released before the completion of your internship at Intellipaat.
- The company reserves the right to pay or recover salary in lieu of the notice period (if applicable) or to relieve you before the expiry of the notice period. All payments and recoveries made under this clause will be based on Gross Salary
- You need to serve **30** days of notice period without fail, or else the management of Intellipaat can hold your salary/ experience letter / relieving letter/ any background verification in the future.
- Minimum working duration must be 9 hours including break.
- After the successful completion of 6 Months Internship period total CTC would be upto Rs **9,00,000** INR based on the performance.
- No examination preparatory leaves will be provided during this period
- If the college/university exams are pending, then you are allowed to take leaves for exams and for applying for the same you need to get the letter from your TPO with examination dates and get it approved by your manager.
- No leaves would be allowed during initial 3 months of your employment (allowed only if it is genuine). If you are takingleaves, we would be requiring supporting and admissible documents for the same
- If any leave is taken between 1st to 5th of any month and if there are less than 15 working days, then salary will be on hold and it will be processed in the next nearest cycle upon your return to work.
- Failing to do the same organization can be liable to take action against your employment

Again, congratulations and we look forward to working with you.

Yours truly,
For Intellipaat Software Solutions Private Limited



Bhargavi Narayan A S
Associate Vice President– Human Resources

www.ourbus.com; www.ourbus.in

OURBUS INDIA LIMITED

(Formerly known as OurBus India Private Limited)

Third Floor 91 Springboard Business Hub, Jhandewalan Estate,Delhi 110055

25th June '25

Dear Divyansh,

Congratulations, we're excited to offer you the position of **Associate - Charter Sales** on a contractual basis! Your responsibilities will include, but not be limited to, supporting & promoting the Charter business for our product, helping the customers and potential companies get more visibility on what we do in this vertical, helping to improve current processes, etc.

This would be an on-site role where we expect you to work out of our Delhi office. Your shift timing will be any time between 4 PM to 10 AM IST. There will be a probation period of 90 days.

Your monthly compensation will be **Rs. 41,000**, subject to deductions including the employer's contribution to PF and 1% TDS. You will also be eligible for Sales Incentives based on your performance.

Description	Amount Monthly
Total CTC	₹41,000.00
PF contribution of Employer	₹1,800.00
TDS 1%	₹410.00
Net Pay	**₹38,790.00**

You're going to be joining us on the 1st of July '25. To accept this offer, please sign and date this letter at the bottom and return it no later than the 27th of June '25.

Sincerely,



Ruchika Khurana

Sr. Talent & HR Manager

Name Signature Date

OFFER LETTER

OL No: LD25-622 **Date :** 21 January 2025

Dear Harshita Malhotra,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

- **Date of Joining**: 3 April 2025
- **OJT Start Date**: 13-April-2025
- **OJT End Date**: 12 October 2025

Training Location: Bangalore
Stipend: INR 18000 per month
Incentives: INR 10000
Target: INR 200000 per month

Pre-Placement Offer: 5-7LPA LPA (Upon successful completion of training)

I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

Enzyme office space,
Backside of star bazaar, Sector 7,
HSR Layout, Bengaluru,
Karnataka 560102

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hr@launched.org.in

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- Successful completion of the training period may lead to attractive pre-placement offers from **Launched**.
- The stipend cycle will begin alongside your OJT period.

Please indicate your acceptance of this offer by signing below:

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OFFER LETTER

OL No: LD25-621 **Date :** 21 January 2025

Dear Kartik Saxena,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

- **Date of Joining**: 3 April 2025
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Stipend: INR 18000 per month
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I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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Please indicate your acceptance of this offer by signing below:

We at **Launched** are excited to have you on board and look forward to a fruitful working relationship.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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OFFER LETTER

OL No: LD25-623 **Date :** 21 January 2025

Dear Sanchita Gupta,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

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Training Location: Bangalore
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Incentives: INR 10000
Target: INR 200000 per month

Pre-Placement Offer: 5-7LPA LPA (Upon successful completion of training)

I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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OFFER LETTER

OL No: LD25-624 **Date :** 21 January 2025

Dear Tanisha arora,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

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Training Location: Bangalore
Stipend: INR 18000 per month
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Target: INR 200000 per month

Pre-Placement Offer: 5-7LPA LPA (Upon successful completion of training)

I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

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OFFER LETTER

OL No: LD25-640 **Date :** 21 January 2025

Dear Priyanshi aggarwal,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

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EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

13 March, 2025

Mr Nidhish Mehrotra
655 Sector,Sector 9,
Near St.Anthony's Sec.School,
Faridabad,
Haryana - 121006

Contact No: 7303860063
Email id: mehrotra.nidhish18@gmail.com

Dear **Nidhish,**

Subject: Offer letter for Internship

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the opportunity to Intern with "**EY Global Delivery Services India LLP "** (the " **Firm**") subject to the following terms and conditions:

1. INTERN PERIOD AND POSITION :

Your internship with the Firm shall be effective for a period of 3.5 months starting from 17 March, 2025 and ends on 30 June, 2025. You will be offered the position of INTERN in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. DUTIES :

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

3. RELATIONSHIP :

We note that you are currently a student at Guru Gobind Singh Indraprastha University pursuing Bachelor of Business Education and that you will be completing your degree by 2025. This internship is being offered as part of your course curriculum fulfilment requirements. It is clarified that, at no point in time during your internship will you be considered to be an employee of the Firm. This letter is not a contract of service and does not create an employment relationship between you and the Firm.

4. WORKING HOURS :

You will be required to work in flexible working hours. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this contract, you would be deemed to have given your consent to work in flexible timings. The Firm reserves the right to alter the work timings from time to time.

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5. DATE OF JOINING :

As per our discussion you will report to the firm on **17 March, 2025** at 2nd, 3rd Floor - Tower A and,4th Floor - Tower B, DLF Cyber Park in Phase II, Udyog Vihar, Sector 20, Gurugram, Haryana.

Please note that your work location may be different based on the service line you are joining.

You will be invited to attend a 1-day **in-person** orientation program at the aforesaid work location of your's, on your date of joining. Additional details pertaining to the orientation session shall be shared with you shortly.

6. STIPEND AND DETAILS :

You shall be paid a fixed stipend of **INR 23,000/-** per month. The stipend will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service that you shall abide by the Firm 's policy maintaining the strictest confidentiality of the stipend you receive from the Firm. Please refer to Annexure A for your detailed stipend package.

Such payments made to you will not amount to wages/salary and is only intended to assist you to an extent in bearing any costs you may incur during the internship period.

7. TRANSFERABILITY :

The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

8. CONFIDENTIALITY :

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

This file is signed using Digital Signature.

Docusign Envelope ID: D5D126CA-14E7-484D-9618-06B095DAFAE5

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9. INTELLECTUAL PROPERTY :

All intellectual property rights in any work or material developed by you during this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

10. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

11. PROVIDENT FUND/EMPLOYEE STATE INSURANCE CONTRIBUTIONS :

Where applicable, the payment of your stipend shall be subject to deduction of PF/ESIC contributions as per law.

12. NOTICE PERIOD; TERMINATION :

a. On completion of internship, your internship with the Firm shall be deemed to have ceased without any further notice.
b. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to suspend you or terminate your contract, without giving any notice or pay in lieu of notice, in case of any wrongful declaration, misconduct, criminal offense, offense involving moral turpitude, fraud or misappropriation of funds, committing acts of sexual harassment, acts that threatens or likely to damage Firm's reputation, or breach of any terms of service or Firm.
c. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
d. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit any dues.
e. In the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and non-issuance of internship completion certificate. The Firm reserves the right to take action in accordance with the policies of the Firm.

13. PAST RECORD :

If any information or declaration given by you to the Firm proves to be false or if you are found to have wilfully suppressed any material information, your internship with the Firm shall be deemed to have ceased, without any notice or compensation.

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14. RULES AND REGULATIONS :

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

15. CONFLICT OF INTEREST :

You shall establish and maintain appropriate business standards, procedures and controls to ensure that no conflict of interest arises out of your performance of any services pursuant to this contract and specifically (without limitation) between services undertaken by you for the Firm or its client(s) and any other services that you may perform. You shall not accept or engage in any assignment that would be in conflict with your obligations to the Firm in a way that may place you in a position of not being able to carry out the services in the Firm or its clients' best interests. You may accept new assignments outside of the Firm after endeavouring to notify the Firm ; provided that it shall not affect existing engagements where Firm is already availing your services or intends to avail its services for a new assignment and has notified you of the same.

16. SUBMISSION OF DOCUMENTS :

You will be expected to mandatorily submit relevant documents prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Notes:

You will receive an email from EY Feedback with a link to complete your documentation formalities. We recommend to complete your documentation 5 days prior to your date of joining. The next steps in your onboarding process will be initiated only after we receive your acknowledgement of the documents submission.

Please acknowledge your acceptance of these terms and conditions of contract by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,

for **EY Global Delivery Services India LLP**

Signed By: Rahul Dasgupta
Reason: Offer Letter
Location: Bangalore
Date:03/13/2025 16:59:56

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed: _____ Date: 3/13/2025

Name: Nidhish Mehrotra

This file is signed using Digital Signature.

Docusign Envelope ID: D5D126CA-14E7-484D-9618-06B095DAFAE5

Building a better working world

Annexure A

Name	**Nidhish Mehrotra**	**Internship Period**	**From : 17 March, 2025** **To : 30 June, 2025**
Designation	**INTERN**	**Service Line**	**Consulting**
Rank	**51**		

COMPONENTS	**Per Month (INR)**
Stipend	**23000**
Employer's Provident Fund (PF) contribution/ Employer's State Insurance Contribution	As maybe applicable under the law.

This file is signed using Digital Signature.

Godrej & **Boyce Mfg. Co. Ltd.**
Regd. Office: Pirojshanagar,
Vikhroli, Mumbai 400 079, India
Tel: +91-22-6796 1700 / 1800
info@godrej.com
www.godrej.com
GIN U28993MH1932PLC001828

Corporate Human Resources Department

Dear Dev Tyagi,

Greetings from Godrej!

We are delighted to have you coming on board on 12-March-2025.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

To enrich you with knowledge, learning, skills and experience during the traineeship, you will be undergoing a structured Training Program comprising of learning inputs in a phased manner:

Phase I **(At the time of Joining):-** Corporate Orientation Program, followed by:

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase II **(Mid-Year):** - Developmental Program(s)

- Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

Phase III **(Upon completion of the Training):** - Organization level Development Programs (Common for all) followed by:

- Advanced Programme of Technical Training Program (or)
- Sales, Service and Marketing Training Program (or)
- On-The-Job Training, as applicable

When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr.Kamal Sharma (sharmak@godrej.com, 022-67961420)
Mr.PravinPatil (pravinnp@godrej.com 022-67961431)
Ms.Rachna Bhuse (rachna@godrej.com; 022-67961454)
Ms.Reena Lakra (rl@godrej.com,022-67964167)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards

Harpreet Kaur
Senior Vice President & **Head** -
Corporate Personnel & **Administration**

Encl.: Offer Letter

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Corporate Human Resources Department

Mr. Dev Tyagi,

LETTER OF OFFER

With reference to your application and the subsequent interview you had with us, we are pleased confirm your selection as **Trainee** - **Graduate** in our Organization on the following terms & conditions :

1. **Period of Training:**

   The training period will be twelve (12) months, from the date of commencement of the training.

2. **Consolidated stipend:**

   You will be paid an All-inclusive Consolidated Stipend of **Rs.25000-/ (Rupees Twenty Five Thousand only)** per month.

   (In the event of any legislation being enacted/made applicable treating the above mentioned "Consolidated Stipend' as "Salary" for the purpose of calculating Provident Fund, Gratuity, House Rent Allowance, Medical orany other direct I indirect benefit or contribution etc., then in such an event, the said "Consolidated Stipend' shall stand adjusted I modified to the extent so that there is no additional financial burden on the Company on this count i.e., the stipend payable to you by the Company, inclusive of all statutory, direct I indirect benefits or contributions, shall not exceed the above mentioned Consolidated Stipend per month}.

3. **Leave Entitlement:**

   You will be eligible for Leave as per the Leave Rules of the Organisation applicable to Company trainees and the same is subject to change from time to time.

4. **General terms & conditions** :

a) Although it is not mandatory and / or obligatory on the part of the Company to offer you employment upon completion of the training period, you will be considered for any suitable opening that may arise / exists at thatpoint in time, subject to your overall performance, attitude, conduct, attendance & punctuality besides meeting the requisite selection criteria.

b) As a part of the terms and conditions as mentioned in this Letter of Offer, you will be required to sign a Service Agreement (Bond) for a period of two years (one year as a Trainee and one year subject to being absorbed in regular employment upon successful completion of the training period). Enclosed is a draft of the said Service Agreement, which you are required to go through, fill in the relevant details viz., name, address, name of the guarantor etc., and return to us along with the acknowledgement copy of the offer letter at the following address:

   Godrej & Boyce Mfg. Co. Ltd.
   Corporate Human Resources Dept.
   Plant No.11, 2nd Floor, Pirojshanagar,
   LBS Marg, Vikhroli (West), Mumbai 400 079.
   Contact: Mr. Suresh K / Ms. Aliamma S
   Tel.: 022-6796 4151 / 1435

Contd... (2)

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Vikhroli, Mumbai 400 079, India
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info@godrej.com
www.godrej.com
CIN U28993MH1932PLC001828

Mr. Dev Tyagi

Upon receipt of your acceptance of the offer letter along with the copy of the Service Agreement, we shall send you the original Service Agreement (Bond). You will be required to return to us the original Service Agreement, duly signed by you and by your guarantor in all the pages, within a week through courier/ speed post at the above address. (The guarantor can be any adult person related / known to you and whose financial credibility is also sound enough to recompense the guaranteed amount in case of any default from your side).

c) During the training period, you will not be eligible for any Variable Pay (viz., Performance Pay, Sales/ Service Incentives etc.).

d) Your selection as a trainee is subject to you being found medically fit by the Company's Medical Officer or by a Medical Practitioner of Company's choice.

e) While your initial place of training / posting will be in our Vikhroli Establishment, you are liable to be transferred to any of the Company's Establishments / Upcountry Manufacturing Plants / Project Site Office within the territory of India during your training period and/or thereafter and the same will not have any impact on your Consolidated Monthly Stipend.

f) The Management shall decide your Function (Profile), Division and the Place of Posting as per the business need and exigencies at the end of the Corporate Orientation Program and thereafter. The same shall be binding on you.

g) If and when it is required to impart training to you on a non-working day, you will be required to report for training on such days for which you will be given compensatory off. Similarly, as and when required, you may be called upon to report in second shifts when specific/ special training opportunities are available.

h) If you wish to resign from the traineeship of the Company, the notice period is one month during the training period and you will be permitted to do so subject to your fulfilling the terms & conditions as per the Service Agreement (Bond) signed by you. The Company reserves the right not to accept the notice period depending upon business needs and requirements. In case you leave the traineeship without fulfilling the terms & conditions as applicable to you, the Management reserves the right to initiate appropriate proceedings as per law.

i) Your traineeship can be terminated by the Company at any time by giving you one month notice. Upon successful completion of the training and after absorption in regular employment, the notice period is three months on either side.

j) The Company reserves the right to terminate your traineeship / employment at any time without notice or payment in lieu thereof if you are found guilty of absence from duty without prior intimation and/or permission for a continuous period of seven days or more, insubordination, non-performance, low productivity , disclosing confidential data or information pertaining to the Company, bonafide loss of confidence, misappropriation of Company's funds, causing damage to the property of the Company, non-compliance of Company rules & regulations besides omission / commission of any act on your part which may be prejudicial to the interest of the Organization.

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GIN U28993MH1932PLC001828

Corporate Human Resources Department

Dear Mudit Khatter,

Greetings from Godrej!

We are delighted to have you coming on board on 12-March-2025.

We are sure that you are keenly looking forward to what's in store for you upon your joining us.

To make your transition in Godrej smooth, we have planned a comprehensive Corporate Orientation Program at our Vikhroli Establishment in Mumbai.

Your portfolio / assignment and the place of posting will be shared with you after the Corporate Orientation Program.

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When you take up the assignment we have earmarked for you, you will have a 'buddy' to help and guide you in the initial days.

Please feel free to speak to / write to us for any information that you may need:

Mr.Kamal Sharma (sharmak@godrej.com, 022-67961420)
Mr.PravinPatil (pravinnp@godrej.com 022-67961431)
Ms.Rachna Bhuse (rachna@godrej.com; 022-67961454)
Ms.Reena Lakra (rl@godrej.com,022-67964167)

We look forward to you becoming part of the exciting growth journey at Godrej!

Warm Regards

Harpreet Kaur
Senior Vice President & **Head** -
Corporate Personnel & **Administration**

Encl.: Offer Letter

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Corporate Human Resources Department

Mr. Mudit Khatter,

LETTER OF OFFER

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1. **Period of Training:**

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   You will be paid an All-inclusive Consolidated Stipend of **Rs.25000-/ (Rupees Twenty Five Thousand only)** per month.

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www.godrej.com
CIN U28993MH1932PLC001828

Mr. Mudit Khatter

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HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Selection Letter

Dear **Himanshi,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Annexure 1

Himanshi

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Selection Letter

Dear **Kashish Singh,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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HIKE EDUCATION PVT. LTD.

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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EMPOWERING PROFESSIONALS

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Annexure 1

Kashish Singh

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
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DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
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Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

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Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
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Annexure – II

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Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

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Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
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HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Selection Letter

Dear **Jitin j nair,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited



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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Annexure 1

Jitin j nair

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

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Name :

Date :

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Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Selection Letter

Dear **Dhruv Chauhan,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Dhruv Chauhan

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	₹ 12,600
HRA	₹ 6,300
MEDICAL ALLOWANCE	₹ 1,575
TRANSPORT ALLOWANCE	₹ 1,260
MEAL ALLOWANCE	₹ 1,575
DEARNESS ALLOWANCE	₹ 3,150
SPECIAL ALLOWANCE	₹ 1,375
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE (₹150/- per day * 30 days) (Payable only for the days of outdoor meetings)	₹ 4,500
PERFORMANCE LINKED INCENTIVES (Payable on the basis of percentage of achievement as per internal incentive policies)	₹ 17,500
PUNCTUALITY BONUS (Payable on the basis of 100% attendance and the Internal Policy)	₹ 1,500
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

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You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

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Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Acknowledgement

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Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Selection Letter

Dear **Ayush Sehgal,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Ayush Sehgal

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

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Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Acknowledgement

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Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Selection Letter

Dear **Arpit Goel,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited



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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Arpit Goel

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
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PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

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Protection of Company Property

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d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

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Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Acknowledgement

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Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Selection Letter

Dear **Charvee Gupta,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Annexure 1

Charvee Gupta

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Dev Verma

Employee Code: PS19570

Dear Dev

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. **Non-Compete Clause:**

    During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Ritika chauhan

Employee Code: S19569

Dear Ritika

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. **Non-Compete Clause:**

    During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



OFFER LETTER

Dear **Tanvi**,
We are delighted to offer you an opportunity to join Twenty7 INC as an **Influencer Marketing Associate**. Your role will commence on **24th July, 2025** with a monthly remuneration of **₹20,000 (in hand)**. Below are the details of the offer:

Position: Influencer Marketing Associate
Stipend: ₹20,000 per month (in hand)
Mode of Operations: Work from Office (WFO)

As an **Influencer Marketing Associate**, your primary responsibilities will include:

- Draft press releases, assist with media outreach, and track media coverage to enhance brand visibility.
- Identify and shortlist relevant influencers in the tech space; manage outreach and support collaboration negotiations.
- Coordinate both PR and influencer marketing campaigns—share briefs, monitor deliverables, and ensure timely execution.
- Conduct competitor benchmarking, market research, and social listening to provide strategic insights.
- Track campaign performance—compile key metrics, prepare Excel-based reports, and offer actionable insights.
- Collaborate with internal teams (creative, PR, and digital) to ensure brand voice, messaging, and visual identity remain consistent across all platforms.

During your time with us, you will gain hands-on experience in the influencer marketing industry and work closely with our experienced team. We believe this opportunity will help you develop valuable skills and provide a solid foundation for your future career.

At **Twenty7 INC**, we are committed to fostering a dynamic and supportive learning environment. We look forward to your contributions to our team.

Please sign and return a copy of this offer letter by **23rd July, EOD**, to confirm your acceptance of this offer. We are excited to have you join our team and look forward to achieving great success together. If you have any questions or need further clarification, please feel free to contact us at **hr@twenty7inc.in**.

Best Regards,
Rashika Ajeet
HRBP Consultant
Twenty7 INC

Acceptance of Offer:
I, **Tanvi**, accept the offer of employment as **Influencer Marketing Associate** at **Twenty7 INC** under the terms and conditions stated above.

Signature: Tanvi Bhaskar
Date: 23/07/25

WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Prishabh gupta

Employee Code: S19567

Dear Prishabh

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

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Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Kartik bansal

Employee Code: S19566

Dear Kartik

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

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Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
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Gross Salary	**33500**	**402000**
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Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

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4. **Training:**
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5. **Intellectual Property Right:**
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6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

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Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



September 15, 2024

Palak bisht

New Delhi,Delhi

Offer Letter

Dear Palak ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Ansh saluja

New Delhi,Delhi

Offer Letter

Dear Ansh ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Shaswat bhatt

New Delhi,Delhi

Offer Letter

Dear Shaswat ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Divyansh

New Delhi,Delhi

Offer Letter

Dear Divyansh,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Aditya sharma

New Delhi,Delhi

Offer Letter

Dear Aditya ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

easyInsights

www.easyinsights.ai

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Rahul,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

	January 2, 2025
Name	**Rahul**
Designation	**Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Rahul** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Rahul
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Tanishq Gupta,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Tanishq Gupta**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Tanishq Gupta** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Tanishq Gupta
Date:

easyInsights

www.easyinsights.ai

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Kuhu Saxena,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Kuhu Saxena**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Kuhu Saxena** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Kuhu Saxena
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Harsh kumar,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

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14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Harsh kumar**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Harsh kumar** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Harsh kumar
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Chitra ,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

    - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

    - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

	January 2, 2025
Name	**Chitra**
Designation	**Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Chitra** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Chitra
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Mayank jain ,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Mayank jain**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Mayank jain** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
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(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Mayank jain
Date:

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Shreya vats
North Delhi

Dear **Shreya vats**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Sanya khanna
North Delhi

Dear **Sanya khanna**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Yash jain
North Delhi

Dear Yash jain,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

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18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

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24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
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'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Rishabh satti
North Delhi

Dear Rishabh satti,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

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6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Harsh dadhich
North Delhi

Dear Harsh dadhich,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Tanisha chawla

Dear **Tanisha ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Nitin negi

Dear **Nitin negi ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Dhavi sharma

Dear **Dhavi ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Banisha kundi

Dear **Banisha ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Preeti

Dear **Preeti ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Lipika chug

Dear **Lipika ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Akshim verma

Dear **Akshim ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

Feb 24th, 2025

Yash ahlawat

Re: Appointment Letter – "Annexure – A"

Dear Yash ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Yash ahlawat **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Prasidh malhotra

Re: Appointment Letter – "Annexure – A"

Dear Prasidh ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Prasidh malhotra **Date: 24th feb'2025**

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Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Kanish sharma

Re: Appointment Letter – "Annexure – A"

Dear Kanish,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
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11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
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21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Kanish sharma **Date: 24th feb'2025**

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

Feb 24th, 2025

Yash vardhan

Re: Appointment Letter – "Annexure – A"

Dear Yash ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
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9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
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11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Yash vardhan **Date: 24th feb'2025**

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

Feb 24th, 2025

Sarthak garg

Re: Appointment Letter – "Annexure – A"

Dear Sarthak,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
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5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
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15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
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For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
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Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Sarthak garg **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Ankush singh

Karasi

Re: Appointment Letter – "Annexure – A"

Dear Ankush,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
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6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Ankush singh karasi **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Yash dua

Re: Appointment Letter – "Annexure – A"

Dear Yash,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Yash dua **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

Feb 24th, 2025

Salman

Re: Appointment Letter – "Annexure – A"

Dear Salman,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Salman **Date: 24th feb'2025**

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Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2025

PROBATION OFFER LETTER

Dear **Gaurav soni,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, 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:** 02-07-2025
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

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 period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

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

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, referenc es which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

CORIZO EDUTECH BANGALORE

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2025

PROBATION OFFER LETTER

Dear **Vinay kundlia,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, 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:** 02-07-2025
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

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 period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

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

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, referenc es which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

CORIZO EDUTECH BANGALORE

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2025

PROBATION OFFER LETTER

Dear **Kashish,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, 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:** 02-07-2025
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

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 period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

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

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, referenc es which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

CORIZO EDUTECH BANGALORE

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

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Velocity Global™

Velocity Global
Management Services Pvt Ltd
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Bangalore 560011
+91 (0)80-43728940
hello@velocityglobal.com

DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Lakshya Mahala,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:



Date: 23rd January 2025

Employee Name: Lakshya Mahala

Signature:

Date: February 3, 2025

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Lakshya Mahala**
B. Address of the Employee	**123P Huda Plots Sector 56 Gurgaon 122011 ,India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Lakshya Mahala
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
Cost to Company

Particulars	CTC Per Month	CTC Per Annum
CTC	**50,000**	**6,00,000**
Basic Salary & DA	20,000	2,40,000
House Rent Allowance	8,000	96,000
Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Lakshya Mahala

Employee Name

General Counsel

Title

February 3, 2025

Date

23rd January 2025

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DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Tanmay Tully,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:

DocuSigned by:
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Employee Name: Tanmay tully

Signature:

Date: 23rd January 2025

Date:

Docusign Envelope ID: 34B40D8F-7D95-4609-9CFB-54295552ABF3

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Tanmay tully**
B. Address of the Employee	**265,C.A.Apartments,PaschimVihar,New Delhi,India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Tanmay Tully
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Cost to Company

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Deduct: Professional Tax	200	2,400

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2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Tanmay Tully

General Counsel

Employee Name

Title

February 3, 2025

Date

23rd January 2025

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DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Dhruv Sharma,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
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   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
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3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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Velocity Global™

Velocity Global
Management Services Pvt Ltd
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Chandra Plaza, 8th F Main,
3rd Block Jayanagar,
Bangalore 560011
+91 (0)80-43728940
hello@velocityglobal.com

c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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+91 (0)80-43728940
hello@velocityglobal.com

8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:

DocuSigned by:
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Employee Name: Dhruv Sharma

Signature:

Date: 23rd January 2025

Date:

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Dhruv Sharma**
B. Address of the Employee	**O-45, Vijay Vihar, Uttam Nagar,New Delhi,India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Dhruv Sharma
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
Cost to Company

Particulars	CTC Per Month	CTC Per Annum
CTC	**50,000**	**6,00,000**
Basic Salary & DA	20,000	2,40,000
House Rent Allowance	8,000	96,000
Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Dhruv sharma

Employee Name

General Counsel

Title

February 3, 2025

Date

23rd January 2025

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DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Raghav Sapra,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:

DocuSigned by:
DE500A790212461...

Employee Name: Raghav Sapra

Signature:

Date: 23rd January 2025

Date:

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Raghav Sapra**
B. Address of the Employee	**A2/67 first floor Safdarjung Enclave,New Delhi,India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Raghav Sapra
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
Cost to Company

Particulars	CTC Per Month	CTC Per Annum
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Basic Salary & DA	20,000	2,40,000
House Rent Allowance	8,000	96,000
Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Raghav Sapra

Employee Name

General Counsel

Title

February 3, 2025

Date

23rd January 2025

Dated: 17th March 2025

Ms. Sanya Jain,
Delhi.

Offer letter

Dear Sanya,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Ms. Sanya Jain
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Dated: 17th March 2025

Mr. Devesh,
Delhi.

Offer letter

Dear Devesh,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Devesh
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal

Sr. Manager- Human Resources

Dated: 17th March 2025

Ms. Kavya Goswami,
Delhi.

Offer letter

Dear Kavya,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Ms. Kavya Goswami
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Dated: 17th March 2025

Ms. Vidhi Bhatia,
Delhi.

Offer letter

Dear Vidhi,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Ms. Vidhi Bhatia
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Dated: 17th March 2025

Mr. Nitin Kumar Meena,
Delhi.

Offer letter

Dear Nitin,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Nitin Kumar Meena
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Jowel Jogi **Date:** 18 February 2025

Address: H. No.240 first floor, DDA Janta flats,Delhi,110044

Ph.: (+91) - 9311257242

Dear Jowel Jogi

Welcome To Collegedunia Web Pvt. Ltd.

Congratulations for your selection and subsequent on boarding with us.

We are an extensive search engine for the students, parents and education industry players who are seeking information.

Today, we are proud to inform you about our numerous products namely, Zoutons, 3Dot14, Frizza and CarHp.

Collegedunia is always looking for dynamic professionals who will drive the company forward.

We are delighted to offer you the role of **"Business Development Executive"** within our team "**CD Overseas."** We believe in your skills and knowledge and are sure of your successful career ahead. Looking forward to grow as a company with hope for a mutually beneficial relationship. **Enclosed:**

5. Letter of Appointment
6. Annexure A (Remuneration)

Collegedunia Web. Pvt. Ltd

Letter of Appointment

Jowel Jogi.

Employee Code: **CD6735**

Address: H. No.240 first floor, DDA Janta flats,Delhi,110044

Ph.: (91) 9311257242

Joining

Your scheduled date of employment with us will be **10 February 2025**

Location

The location of posting ("work location") would be **Gurugram**. You may be asked to relocate to any of our units, departments, or the offices of our affiliates* and/or the offices, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies, or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Contract

This letter of Appointment shall constitute a valid and binding contract between Collegedunia and the Employee.

1) Probation and confirmation

You will be on probation for a period of six months from the date of joining. On successful completion of your probation, you will be confirmed as a permanent employee, in writing by Collegedunia. Your confirmation is also subject to your submitting the documents required by the Company and successful background check.

2) Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details, and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Candidate Information Form".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to immediate termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

1) Leave

Leaves are earned by duties or services and cannot be claimed as a matter of right. Each employee should be aware that in case of any exigencies of work, it will be opened to the management, to refuse, postpone, revoke, or reduce leave of any description.

It is to be noted that, that during the period of leave, an employee should not take up or accept any employment or work outside either on remuneration or without remuneration.

Before Proceeding on Leave, an employee shall intimate to the management about his/her contact number, postal address while S/he is on leave and shall keep the said authority informed to the changes in the details (if any). In the event of incapacity due to sickness or injury, the employee must inform the manager, in writing, at least one hour prior to his/her usual reporting time.

You are not entitled to any leave, in the first month of joining. However, while on probation a total of six leaves can be availed, which in case not exhausted, shall be added to the leave balance upon confirmation as a permanent employee. The total leaves available to a permanent employee is 32, of which 16 are Annual, 8 are casual or sick leave, 5 Marriage Leave and 3 Bereavement Leave. In addition to this, a birthday leave can be availed only if it is a weekday, within the month itself.

Authorized leaves shall be in accordance with attendance leaves and other benefits policies. Leave is credited on a monthly basis. 2 Leaves will be provided monthly post completion of the probation period. Leave year is the calendar year and not the fiscal year. The Company's Policies also provide for Maternity, Paternity, and Special Study & Sabbatical Leave. Further details will be provided to you upon joining.

1) Work Schedule & Hours of Working

It shall be mandatory for all employees to clock in minimum of 9 hours per day at work. The start hour shall be 9.30 am sharp. Casual Break timings are 1.30 to 2.00 pm. Use of HRMS is mandatory to mark the attendance as well as to file the leaves.

2) Asset Usage Guidelines

All laptops, equipment and accessories are Collegedunia's property and are provided to an employee for a period of the duration of his/her employment or for a period of time as deemed appropriate by the management. The guidelines for usage, is as below:

Employee should not attempt to install software or hardware or change the system configuration including network settings.

Employee is expected to protect laptops, equipment and accessories from damage and theft. And is monetarily responsible for any physical damage that occurs off practice premises due to poor handling. In case of any physical damage to the laptop on account of poor handling which will be considered as physical damage, the employee will be penalized an amount equal to 10% of the monthly pay or the invoice amount, whichever is lesser.

The physical damage will also be validated by the Laptop Engineer. For Example – Breaking of laptop screen / USB Ports / Power Jack / Plastic (outer body)/ charger (lost) are the common cases of physical damage.

In case the laptop has been stolen from any location during the employment, be it inside the office or outside - The employee will be penalized @ 50% of the current market value of the laptop.

Upon resignation/termination of an employee, the assets shall be returned within 48 hours from the date of the last working day of the employee, failing which an employee shall be deemed to be in authorized possession of the same and the Company can initiate action for recovery of the amount equivalent to the market value of the such asset or adjust the same in the Full and Final Settlement amount of the employee, if any.

3) Compensation and Benefits

1. Salary

Your CTC during employment will be as per attached **Annexure A**.

You will be solely responsible for your Statutory taxes. Where required by the local laws and tax authorities, the Company will deduct taxes you owe from your monthly income and remit such monies to the tax authorities on your behalf.

1. Performance- linked Incentive

The details of this scheme, if applicable to your offer will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

2. Annual Appraisal & Increment Policy

The company follows an annual calendar for appraisal & increment. The details for the same shall be communicated to you during the induction.

1) Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with a notice of minimum of 24 hours to a maximum of 30 working days, as per the discretion of the Company, with the settlement of salary dues thereof. If an employee wishes to resign during the probation, the notice period for the same shall be determined at the sole discretion of the Company. .

On confirmation, you will be required to give a maximum of three months' notice or salary in lieu thereof in case you decide to leave, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. The Company can terminate your services by giving one month's notice or salary thereof.

Also, the period of notice of an employee working on specific projects could be extended at the discretion of the company, depending upon completion of the project.

In the event that you do not successfully complete your probation, or during the probation or after confirmation, you are involved in an act that constitutes misconduct, insubordination or endangering the organization or other employees, your training/employment can be terminated by the Company with immediate effect without notice. It shall also be the sole

discretion of the Company to terminate an employee with immediate effect in the event of constant poor work performance. No settlement will be done in the aforesaid cases.

In case, a resigned employee avails leave during the notice period or there remains shortfall of the notice period due to any circumstances, he/she would extend the notice period for the number of days the leave is taken or the company will be liable to recover the deduct the amount equivalent to such loss from the dues of the employee.

Employees remaining absent for a continuous period of 72 hours shall be treated to be absconding and shall be terminated with immediate effect.

Resignation, tendered within 45 days of salary increment, shall be accepted only on the condition that the remuneration for the entire notice period shall be the amount of previous salary i.e. the salary prior to the increment

1) On Separation

Upon resignation or termination of your employment by the Company, you will immediately return to the Company all tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care of charge and obtain clearance certificate from the relevant person / office/ department, on production of which alone your dues, if any, will be settled by the Company.

The full and final settlement for employees completing the tenure of notice period will be done within a maximum of 45 days from the last day of completion of all formalities by the employee.

In case where any employee is willing to exercise the option of Buy - Out, the confirmation of the same shall be the discretion of the TL. However, it is advisable that at least 50% of the notice is being served. Buy – out amount will be calculated as to the applicable Tax law.

After completion of the full and final settlement, any communication thereafter shall be with the legal department of the company and not the HR department. The HR department shall not be liable to reply or reciprocate to any of your query.

The presence of an employee at the company premises post the issuance of relieving letter shall be considered unauthorized and the company shall take an action against him/her for trespass, unless the employee has been permitted by the management of the company, in writing, to be present.

As part of this offer, you also authorize the Company to share your employment details with any future or potential employer as part of their background and reference check.

You agree to not joining any competitor within a span of 2 years. If found, you will be liable to pay an amount of Rs 2,00,000/- as the damages done to the organization by doing so.
*A 'Competitor' shall be deemed to be any entity or person that offers identical or similar products/services as Collegedunia and/or its sister concerns such as 3dot14, carHP, etc.

1) Non-Discloure

The Company has in its possession certain confidential information that the company has disclosed to the employee, or that the Employee was exposed to during the Employee's employment with the Company.

This agreement regulates use and disclosure of Confidential Information by the Employee and is in addition to any other obligations (including specific obligations of confidentiality and restraint(s)) accepted by the Employee in Favor of the Company.

The Employee acknowledges that all right, title and interest in and to the Confidential Information vests in the Company and that the Employee has no claim of any nature in and to the Confidential Information.

The Employee undertakes to maintain the confidentiality of any Confidential Information to which the Employee has gained access after the Commencement Date, and whether intentionally disclosed or inadvertently made available or exposed to the Employee by the Company. The Employee agrees he/she shall not during, or at any time after the termination of my employment with the Company, use for himself/herself or others, or disclose or divulge to others including future employees, any trade secrets, confidential information, or any other proprietary data of the Company in violation of this agreement.

Any documents and/or material embodying Confidential Information which came into the possession of the Employee or that was generated by the Employee in the performance of the Employee's contract of employment shall;

1. be deemed to be the property of the Company;
2. not be copied, reproduced, published or circulated by the Employee; and 3. be surrendered to the Company on demand and/or upon his/her termination.

The Employee agrees and accepts that the violation of this agreement and any clause thereof would cause immediate and irreparable harm to the Employer for which money damages may be inadequate. Therefore, in addition to claim for monetary compensation, the Employer will be entitled to injunctive relief for Employee's breach of any of its obligations under the said Clauses without proof of actual damages and without the posting of bond or other security. Such remedy shall not be deemed to be the exclusive remedy for such violation, but shall be in addition to all other remedies available to the Employer under any Law.

The Employee agrees and accepts that this agreement shall be binding upon him/her and his/her personal representatives and successors in interest, and shall inure to the benefit of the Company, its successors, and assigns.

* "Confidential Information" shall mean (i) all information relating to the Company's products, business and operations including, but not limited to, financial documents and plans, customers, suppliers, manufacturing partners, marketing strategies, vendors, products, product development plans, technical product data, product samples, costs, sources, strategies, operations procedures, proprietary concepts, inventions, sales leads, sales data, customer lists, customer profiles, technical advice or knowledge, contractual agreements, price lists, supplier lists, sales estimates, product specifications, trade secrets, distribution methods, inventories, marketing strategies, source code, software, algorithms, data, drawings or schematics, blueprints, computer programs and systems and know-how or other intellectual property of the Company and its affiliates that may be at any time furnished, communicated or delivered by the Company to the Employee, whether in oral, tangible, electronic or other form; (ii) the terms of any agreement, including this Agreement, and the discussions, negotiations and proposals related to any agreement; (iii) information acquired during any tours of the Company's facilities; and (iv)all other non-public information provided by the Company whosoever. All Confidential Information shall remain the property of the Company.

1) Other Terms and Conditions

You hereby agree to be liable for the following:

1. Fully perform services, in a professional manner.
2. During the term of employment, render services exclusively to Collegedunia and sister concern.

3. Not engage in any conduct detrimental to the interest of Collegedunia.
4. Not receive any payments of any nature directly or indirectly unless agreed to Collegedunia.
5. Comply with the safety, health & other rules & regulations of Collegedunia you have been made aware of.

You agree to defend, indemnify and hold Collegedunia and its sister concern harmless from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Collegedunia. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Any dispute between you and Collegedunia shall be referred to a sole arbitrator appointed by CollegeduniaWeb Pvt. Ltd. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Gurugram, India. This Engagement Letter shall be governed by the laws of India.

We at Collegedunia would like to create an environment and culture committed to cooperation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood, and accepted the terms and conditions of appointment.

We welcome you to the Collegedunia family and wish you a rewarding career over the years to come.

For Collegedunia Web Pvt. Ltd

COLLEGEDUNIA WEB PVT. LTD. GURUGRAM HARYANA

Isha Sharma
Manager, Human Resources

Declaration:

I have read, understood, and agree to the terms and conditions as set forth in this Appointment letter.

Date:

Name:

Signature:

OFFER LETTER

OL No: LD25-617 **Date :** 21 January 2025

Dear Aditi gupta,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

- **Date of Joining**: 3 April 2025
- **OJT Start Date**: 13-April-2025
- **OJT End Date**: 12 October 2025

Training Location: Bangalore
Stipend: INR 18000 per month
Incentives: INR 10000
Target: INR 200000 per month

Pre-Placement Offer: 5-7LPA LPA (Upon successful completion of training)

I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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This is a system-generated offer letter and does not require a signature.

Training Policy

- By accepting this offer, you confirm your readiness to fulfill the assigned duties with professionalism and adherence to company standards.
- Acceptance of this offer indicates your commitment to work a 9-hour shift from 11 am to 8 pm (including breaks), with one weekly day off (on a weekday).
- During the training period, you will be eligible for benefits available to trainees.
- Should you choose to discontinue the training program for personal reasons, please follow the company's resignation procedures, which require a 1-month notice period. If unable to serve the notice, you will need to compensate for 1 month's stipend, and you will be released from your responsibilities.
- All personal and work-related information shared with **Launched** will be kept confidential. You are expected to refrain from using or sharing this information for personal purposes or with third parties.
- Upon termination or conclusion of your employment, all company property, including documents and electronically stored data, must be returned immediately.
- You must comply with **Launched**'s policies and practices, contributing to the mutual development of both you and the company.
- Successful completion of the training period may lead to attractive pre-placement offers from **Launched**.
- The stipend cycle will begin alongside your OJT period.

Please indicate your acceptance of this offer by signing below:

We at **Launched** are excited to have you on board and look forward to a fruitful working relationship.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

Enzyme office space,
Backside of star bazaar, Sector 7,
HSR Layout, Bengaluru,
Karnataka 560102

+91 95915 71307
hr@launched.org.in

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This is a system-generated offer letter and does not require a signature.

ANNEXURE

As part of your onboarding process, please bring the following documents with you on your first day:

- A colored copy of the Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree/Diploma/Highest qualification certificate along with marks card (if applicable).
- Two passport-sized photographs.
- Scanned copies of PAN Card, Voter ID, and Driving License.
- Bank account details: Bank Name, Your Name as per Bank records, Account Number, and IFSC Code.

Please ensure to bring the original documents for verification, such as education certificates/mark sheets (10th or 12th) or a government-issued ID (PAN Card/Driving License).

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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Backside of star bazaar, Sector 7,
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OFFER LETTER

OL No: LD25-619 **Date :** 21 January 2025

Dear Shantanu raj,

We are thrilled to extend an offer for you to join **Launched** as an Business Development Executive. Our hiring team was thoroughly impressed during the interview process, and we are confident that you will be a great asset to our team.

We eagerly anticipate your contributions and are excited to welcome you to our organization. Below are the key details regarding your employment with **Launched**:

- **Date of Joining**: 3 April 2025
- **OJT Start Date**: 13-April-2025
- **OJT End Date**: 12 October 2025

Training Location: Bangalore
Stipend: INR 18000 per month
Incentives: INR 10000
Target: INR 200000 per month

Pre-Placement Offer: 5-7LPA LPA (Upon successful completion of training)

I acknowledge the terms and conditions outlined and accept this offer as described. I will join on 3 April 2025.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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- By accepting this offer, you confirm your readiness to fulfill the assigned duties with professionalism and adherence to company standards.
- Acceptance of this offer indicates your commitment to work a 9-hour shift from 11 am to 8 pm (including breaks), with one weekly day off (on a weekday).
- During the training period, you will be eligible for benefits available to trainees.
- Should you choose to discontinue the training program for personal reasons, please follow the company's resignation procedures, which require a 1-month notice period. If unable to serve the notice, you will need to compensate for 1 month's stipend, and you will be released from your responsibilities.
- All personal and work-related information shared with **Launched** will be kept confidential. You are expected to refrain from using or sharing this information for personal purposes or with third parties.
- Upon termination or conclusion of your employment, all company property, including documents and electronically stored data, must be returned immediately.
- You must comply with **Launched**'s policies and practices, contributing to the mutual development of both you and the company.
- Successful completion of the training period may lead to attractive pre-placement offers from **Launched**.
- The stipend cycle will begin alongside your OJT period.

Please indicate your acceptance of this offer by signing below:

We at **Launched** are excited to have you on board and look forward to a fruitful working relationship.

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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ANNEXURE

As part of your onboarding process, please bring the following documents with you on your first day:

- A colored copy of the Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree/Diploma/Highest qualification certificate along with marks card (if applicable).
- Two passport-sized photographs.
- Scanned copies of PAN Card, Voter ID, and Driving License.
- Bank account details: Bank Name, Your Name as per Bank records, Account Number, and IFSC Code.

Please ensure to bring the original documents for verification, such as education certificates/mark sheets (10th or 12th) or a government-issued ID (PAN Card/Driving License).

SIGNATURE:_____ **DATE**:_____ (Candidate's Signature)

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Ruchi Singhal <ruchi.singhal@jagannath.org>

Result@Wipro Services Pvt. Ltd. Virtual recruitment conducted on 24th & 25th March 2025 for registered students from final year. Profile - Customer Service: Package - 3.08 LPA + Incentives. Location - Noida/ Gurgaon

Susmita Mahata <placement.gn@jagannath.org> Thu, Mar 27, 2025 at 2:55 PM
To: "Dr. Ankur Budhiraja" <ankurbudhiraja.gn@jagannath.org>, Rashmi Gautam <rashmigautam.gn@jagannath.org>, Sudha Pandey <sudhapandey.gn@jagannath.org>, Dr Sonal Jauhari <sonal.jauhari@dihe.co.in>, "Ms. Neha Dhingra" <neha.dhingra@dihe.co.in>, "Dr. Seema Wadhawan" <seema.wadhawan@jagannath.org>, Ruchi Singhal <Ruchi.singhal@jagannath.org>, Meena Sachdeva <meenasachdeva.gn@jagannath.org>, "Dr. Mohd Kamil" <kamil.gn@jagannath.org>
Cc: "Prof. Sachin Yadav" <director.gnoida@jagannath.org>, "Dr.Ambika Rathi" <hodbba.gn@jagannath.org>

Dear All,

Three students from (GN, Kalkaji, VK) got selected in Wipro Services Pvt. Ltd. Virtual Campus recruitment conducted on 24th March 2025 for final year Non Engineering final year (BBA/ B.COM/ BJMC/ BCA) students. Profile - Customer Service: Package - 3.08 LPA + Incentives. Location - Noida/ Gurgaon. Students details are given below:

Please mark and process them for Wipro.

Name	Mail id	Course	Passing year
C. P. Faiz(Kalkaji)	Cp.faiz123@gmail.com	B.Com Hons	2025
Aayush Jain(VK)	aayushjain5924@gmail.com	BCA	2025
khushi chugh(GN)	khushichugh616@gmail.com	BCA	2025

Given the number of Registrations, we were expecting more turn up, however students didn't show up. Thus, conversions are at the lower end.

Warm Regards
Susmita Mahata
Placement Officer
JIMS Engineering Management Technical Campus
48/4 Knowledge Park III, Greater Noida U.P 201306
+91-120 2328686, +91-9873194946
Email: placement.gn@jagannath.org
Website: www.jimsgn.org

On Fri, Mar 7, 2025 at 12:15 PM Susmita Mahata <placement.gn@jagannath.org> wrote:

Dear All,

The company has scheduled the drive on 24th March virtually, with 25th March as a reserve day

Warm Regards
Susmita Mahata
Placement Officer
JIMS Engineering Management Technical Campus
48/4 Knowledge Park III, Greater Noida U.P 201306
+91-120 2328686, +91-9873194946
Email: placement.gn@jagannath.org
Website: www.jimsgn.org

On Mon, Mar 3, 2025 at 4:39 PM Susmita Mahata <placement.gn@jagannath.org> wrote:

Dear All,

The company has scheduled the drive on 10th March virtually, with 11th March In person.

All the registered students must be available for the same.

Warm Regards
Susmita Mahata
Placement Officer
JIMS Engineering Management Technical Campus
48/4 Knowledge Park III, Greater Noida U.P 201306
+91-120 2328686, +91-9873194946
Email: placement.gn@jagannath.org
Website: www.jimsgn.org

On Mon, Feb 17, 2025 at 4:50 PM Susmita Mahata <placement.gn@jagannath.org> wrote:

Dear All,

Wipro Services Pvt. Ltd. Campus recruitment scheduled for final year Non Engineering final year (BBA/ B.COM/ BJMC/ BCA) students. Profile - Customer Service: Package - 3.08 LPA + Incentives. Location - Noida/ Gurgaon.Details are given below:

All interested students must apply in the below given link by tomorrow 18th Feb 2025

https://docs.google.com/forms/d/1x38JZ5ARa85i1FgO0Ac78bWYtc1T7vzXSp-GKeQegww/edit

Greetings from Wipro HR Services Private Limited.

Hiring Flow

Pre-placement talk> HR Screening > Voice and Accent Round > Final Round

PFA the Job Description for 2024-2025 placements.

This is the role of a **Customer Service Representative in a B2B (Business to Business) process in Human Resource Outsourcing.**

Perks and benefits:

Annual Salary Package: 3.08 LPA plus Performance-Linked Incentives

No cost Transport both sides (the current addresses must fall into hiring zones)

Health Insurance

Further Education Assistance Programs

Regular rewards and recognition

Career mapping and counselling support

No Active Backlogs at the time of onboarding/joining the organization.

Also, must go through the business overview mentioned below:-

About Wipro:

Wipro Limited is a leading technology services and consulting company focused on building innovative solutions that address clients' most complex digital transformation needs.

We leverage our holistic portfolio of capabilities in consulting, design, engineering, operations, and emerging technologies to help clients realize their boldest ambitions and build future-ready, sustainable businesses.

A company recognized globally for its comprehensive portfolio of services, strong commitment to sustainability and good corporate citizenship, we have over 2,35,000 dedicated employees serving clients across 66 countries.

We deliver on the promise of helping our customers, colleagues, and communities thrive in an ever-changing world.

Here is our story of over 75 Years in making and the story has just begun.

https://www.wipro.com/about-us/the-story-of-wipro/

About Wipro HR Services Private Limited:

Digitalization, streamlined processes, automation and AI: Technological innovations have ushered in a new era of HR organizations, accelerating HR transformations and paving the way for business transformations. Around the world, HR professionals are turning to technology to strengthen organizational performance and the employee experience, leading to more efficient, productive workplaces.

Wipro HR services simplify work-lives through design-led, people-first digital tools and strategies that support your employees so they can stay focused on the most important tasks.

HR Transformation Made Simple: Unleash Efficiency with Wipro

Wipro Limited is an Indian multinational technology company that provides information technology, consulting and business process services

It is one of the six leading Indian Big Tech companies

Wipro's capabilities range across cloud computing, computer security, digital transformation, artificial intelligence, robotics, data analytics, and other technologies, servicing customers in 167 countries

Wipro operates in over 60 countries and serves clients in industries such as financial services, healthcare, manufacturing, retail, and telecommunications

Major services provided by Wipro are:

- IT services such as software development, system integration, and IT consulting
- Business process services including customer service, finance and accounting, and human resources
- Consulting involves advising companies on business strategies, technology solutions, and organizational improvements
- Engineering services including product development, research and development, and technical support
- Cloud services such as cloud migration, management, and infrastructure services

Wipro HR Services India Pvt Ltd. is looking for a Customer Service Representative for our Human Resource Outsourcing Business into a B2B campaign

Principal Responsibilities:

- Customer Service through calls, Chats & emails
- Ensure timely and accurate service delivery at defined productivity levels
- Build client & domain knowledge to be able to deliver a resolution on the first conversation
- Ensure adherence to Client Service Level Agreements (SLAs) like Customer Satisfaction, Service Level, Handle Time & Customer Effort
- To strive to create a healthy and fun filled Environment in the team
- Display interpersonal skills in handling the day-to-day operations on the floor
- Adhere to Customer Service Attendance & Accountability policies
- Execute issue /query resolution and ensure proper documentation & follow-up
- Maintain Internal & Client level delivery quality on calls, chats & email conversations
- Identify, share and support operational improvements

Critical Skills Required:

- Very Good written & spoken communication skills

- Should be flexible to work in rotational shifts in 24*5 work environment
- Proficient in computer usage and Basic knowledge on MS Office
- Pro-active & Positive Attitude
- Ability to Work efficiently and effectively in a team
- Excellent Customer facing Skills and Ability to build Rapport
- Should have the ability to escalate issues with a view to bringing about a win-win resolution

Education Eligibility:

- Graduates in B.com, BBA, BA, BCA, BHM, B.Sc. and 3-year degree courses except Stats, Maths and Eco Hons, Freshers and candidates with relevant BPO experience eligible (Maximum 2.5 years of relevant experience can be considered.)
- Full-time MBA, BE, B Tech graduates with minimum 6 months of relevant experience can apply.

Locations and Shifts:

Both Noida and Gurugram as per the business requirements

US Shifts – Evening/Night Shifts for 5 Days a week with 2 fixed offs

Perks and Benefits:

- Both sides Transport facility provided by the organization without any cost (current address must fall in a hiring zone)
- Health Insurance at nominal rates facilitated by the organization
- Regular Rewards and Recognition programmes
- Career mapping and growth
- Regular Learning & Development initiatives
- Further Education assistance programmes

Warm Regards
Susmita Mahata
Placement Officer
JIMS Engineering Management Technical Campus
48/4 Knowledge Park III, Greater Noida U.P 201306
+91-120 2328686, +91-9873194946
Email: placement.gn@jagannath.org
Website: www.jimsgn.org

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Selection Letter

Dear **Kamolini Ghosh,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited



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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Annexure 1

Kamolini Ghosh

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Selection Letter

Dear **Siya Chandna,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Siya Chandna

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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HIKE EDUCATION PVT. LTD.

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Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Selection Letter

Dear **Dev Juneja,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Dev Juneja

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Selection Letter

Dear **Twinkle Batra,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

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Annexure 1

Twinkle Batra

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

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Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Selection Letter

Dear **Naman Sharma,**

We're jubilant to inform you that you've been selected at **HIKE EDUCATION PRIVATE LIMITED**.

Thank you for appearing in the campus placement drive held at your institute/university. We have completed all of our interviews.

We're delighted to inform you that we would like to offer you the **Business Development Executive** position. We believe and feel confident that your strong skills will contribute to the growth of our organization.

Your starting salary annexure is attached to this letter. Kindly be assured that the other details like the Date Of Joining & Location will be shared with you in the Letter Of Intent.

Feel free to reach out to us either at **hr@hikeedu.in** or **cr@hikeedu.in** for any queries/suggestions or feedback.

NOTE: Your Date of Joining will depend upon your release date from the university/college.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

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Training Module (Work From Home Structure)

Training Program Phase 1	4 Days Training Program			
	Day 1	Day 2	Day 3	Day 4
	Work From Home	Work From Home	Work From Home	Work From Home
Paid Mode	Unpaid	Unpaid	Unpaid	Unpaid
Joined Program (1 Month)	Phase 2			
	Salary	UG	Btech	MBA
		Flat 15K	Flat 15K	Flat 15K
Confirmed Stage (Permanent Employee)	From the 2nd Month you will get same salary structure as per the selection letter.			

Kindly find a detailed document explaining the complete training module click HERE!

Post-Training Confirmation

You will be on probation for 30 days during which your performance will be reviewed and if found suitable, you will be confirmed in your current position. Monday to Saturday will be your working days.

Permanent Role: Upon successful completion of the 1-month training program **(WFO)** and fulfillment of the required criteria, the trainee will be expected to report to the office and will be offered a permanent position. However, if the necessary criteria are not met during the training, the trainee will not be transitioned into a permanent role.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Annexure 1

Naman Sharma

PARTICULARS	CONFIRMED
EARNINGS (A)	**Amount (INR)**
BASIC	**₹ 12,600**
HRA	**₹ 6,300**
MEDICAL ALLOWANCE	**₹ 1,575**
TRANSPORT ALLOWANCE	**₹ 1,260**
MEAL ALLOWANCE	**₹ 1,575**
DEARNESS ALLOWANCE	**₹ 3,150**
SPECIAL ALLOWANCE	**₹ 1,375**
SUB TOTAL(A) - NET HOME INTAKE	**₹ 28,000**
VARIABLE EARNINGS (B)	**Amount (INR)**
OUTDOOR MEETING ALLOWANCE **(₹150/- per day * 30 days)** **(Payable only for the days of outdoor meetings)**	**₹ 4,500**
PERFORMANCE LINKED INCENTIVES **(Payable on the basis of percentage of achievement as per internal incentive policies)**	**₹ 17,500**
PUNCTUALITY BONUS **(Payable on the basis of 100% attendance and the Internal Policy)**	**₹ 1,500**
Sub Total (B) - Variable Earnings Total	**₹ 23,500**
Cost to the Company Monthly : Sub Total (A) + Sub Total (B)	**₹ 51,500**
COST TO THE COMPANY (ANNUAL)	**₹ 6,18,000**

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

Annexure – II

You shall abide by the rules and regulations of the organization that are in force from time to time and during the period of your employment with the organization and these will be deemed to form an integral part of this selection letter. The organization shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you.

Code of Conduct and Ethics

You are to adhere strictly to the following Company Code of Conduct and Ethics.

Respect In The Workplace

All employees should respect their colleagues. We won't allow any kind of discriminatory behavior, harassment or victimization. Employees should conform to our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

Protection of Company Property

a. All employees should treat our company's property, whether material or intangible, with respect and care.
b. Employees Shouldn't misuse company equipment or use it frivolously.
c. Employees Should respect all kinds of incorporeal property. This includes trademarks, copyright and other property (information, reports, etc.) Employees should use them only to complete their job duties.
d. Employees should protect company facilities and other material property from damage and vandalism, whenever possible.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Professionalism

All employees must show integrity and professionalism in the workplace.

You shall at all times conduct yourself soberly and temporally while on the work premises and show proper respect and civility to all concerned and shall use your best endeavor to promote the interests of the Company and to maintain and promote the good reputation thereof.

Job Duties and Authority

All employees should fulfill their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

Collaboration

Employees should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

Annexure – II

Confirmation

a. There should be no bulk leaves in the probation period.

b. Your assigned target/ KRA/ KPI for the probation period should be 100% completed every month.

The components mentioned in the Variable Earnings (Part B) are variable in nature and are dependent on external parameters such as travel for meetings from office, performance-based incentives, punctuality to work etc. These are subject to change as per the internal policies of the organization without prior approval or information and solely on management's discretion.

Essential Requirements

a. A stable **Internet connection**.
b. Access to a **personal computer or laptop** with a webcam and microphone.
c. A quiet and comfortable **workspace**.

-xxx-

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

HIKE EDUCATION PVT. LTD.

EMPOWERING PROFESSIONALS

Gurugram || Jaipur || Hyderabad || Mumbai

Acknowledgement

I acknowledge that I have read, understood, and agree to the terms and conditions outlined in this selection letter. I accept and agree to abide by these terms, understanding that non-compliance may result in consequences as stated:

Sign :

Name :

Date :

Thanks & Regards,
Human Resource Department
Hike Education Private Limited

HIKE EDUCATION PRIVATE LIMITED GURUGRAM

WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Tushar Pandey

Employee Code: S19571

Dear Tushar

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. **Non-Compete Clause:**

    During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Akshay Lodhi

Employee Code: S19572

Dear Akshay

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. **Non-Compete Clause:**

    During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Mohd Nasim

Akhtar

Employee Code: S19573

Dear Mohd Nasim

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

Your overall training period is for 4 weeks. you would receive a gross of **INR 21428/- (PF deduction included)** per month which can be extended if needed. During this period the below mentioned targets to be achieved to get the License to sell and move into the core sales team.

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

The trainee will be eligible to receive the stipend only if they have **95% of daily attendance in office** and should have completed **one whole month** in the system.

Post successful achievement of 1 lakh revenue in the Sales Dashboard you'll be eligible for the gross emoluments and incentives detailed in Annexure – A. During probation period if you are unable to clear the training on given targets the probation shall be discontinued anytime.

Your employment with us posts the training clearance will be governed by the Terms& Conditions as detailed in Annexure – B.

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Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
House Rent Allowance	7500	90000
Medical Allowance	2000	24000
Special Allowance	9000	108000
Gross Salary	**33500**	**402000**
Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
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4. **Training:**
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   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

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10. **Non-Compete Clause:**

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Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Dhruv Kohli

Employee Code: S19574

Dear Dhruv

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

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Region	Targets
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We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards sparking the joy of learning in every child in India. We assure you of our support for your professional development and growth.

Annexure – A

Emoluments can be bifurcated as under:

Particulars	Monthly	Yearly
Basic Pay	15000	180000
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Annexure – B

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Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



WINSPARK INNOVATIONS LEARNING PVT LTD.
Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana 122002
http://www.planetspark.in

Letter of Intent

Date: 19/03/2025

To Shivam Dutta

Employee Code: PS19575

Dear Shivam

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2025.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

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Annexure – A

Emoluments can be bifurcated as under:

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Employer PF Contribution	1800	21600
Variables (At Target Incentives) (refunds are not considered)	20000	240000
Total CTC		**663600**

Annexure – B

1. **Personal Particulars:**
   You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. **Probation**
   You will be in probation period of one month from the date of joining. The probation can be discontinued anytime if target is not achieved during training and salary/stipend will be processed as FNF after 90 days based on eligibility

3. **Nature of Work:**
   You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities within **Business Development Trainee** will be assigned and explained to you from time to time.

4. **Training:**
   You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense. At the end of training your performance will be reviewed by the Panel,based on the review you will be eligible to be placed in the core team.

5. **Intellectual Property Right:**
   If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use and utilize such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. **Secrecy/Confidentiality:**
   You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavour to prevent any other person from doing so.

7. **Annual Leave:**
   You will be entitled to 4 annual leaves for every completed quarter at the company and 7 medical leaves applicable for the core team permanent employees.

8. **Termination of Service:**
   Either party can terminate this employment by serving a notice of 3 days/without notice on the other. The Full and Final settlement will be processed after 90 days from the last working date.

9. **Appointment in Good Faith:**
   It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently.

   The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

10. **Non-Compete Clause:**

    During your employment with Winspark Innovations Learning Pvt Ltd, and for a period of 2 years following the termination of your employment, you agree that you will not directly or indirectly, for yourself or for any third party, engage in or be employed or associated with any business, entity, or person that offers learning products for 5 years to 40-year-old learners, including but not limited to Coding, Math, English, Science or any other subject. This restriction shall apply regardless of whether such business, entity, or person is in competition with Winspark Innovations Learning Pvt Ltd

Sincerely,
For and on behalf of WINSPARK INNOVATIONS LEARNING PVT LTD



September 15, 2024

Sanya Gupta

New Delhi,Delhi

Offer Letter

Dear Sanya ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Arihant Chaturvedi

New Delhi,Delhi

Offer Letter

Dear Arihant ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Garima Singh

New Delhi,Delhi

Offer Letter

Dear Garima ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 15, 2024

Vaibhav Khurana

New Delhi,Delhi

Offer Letter

Dear Vaibhav ,

Congratulations! It is our pleasure to offer you employment with Globiva Services Private Limited in the position of Associate.

Your Annual CTC will be **240,000** (**Rupees Two Lakhs Forty Thousand Only**). Your monthly salary will be paid to you in accordance with our standard payroll procedure.

We would like you to start work on September 15, 2024 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2024 acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Globiva Service Private Limited and look forward to working with you.

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Devyanshi Wadhwani,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Devyanshi Wadhwani**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Devyanshi Wadhwani** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Devyanshi
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Shubh Nagpal,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

	January 2, 2025
Name	**Shubh Nagpal**
Designation	**Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Shubh Nagpal** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Shubh Nagpal
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Daksh Wadhera,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Daksh Wadhera**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Daksh Wadhera** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Daksh Wadhera
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Harsh Mittal,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Harsh Mittal**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Harsh Mittal** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Harsh Mittal
Date:

www.easyinsights.ai

easyInsights

Office No. - 5, Pinnacle Tower, A-42/6, Ground Floor,
Sector - 62, Noida, UP - 201301

December 2, 2024

Dear **Mahek Sharma,**

We take this opportunity to welcome you at **Easy Insights** ("Company" or "Easy Insights")**.** We hereby extend an offer of employment to you in our company, as **Business Development Executive.** Following your acceptance of the terms contained in this offer, the provisions shall be construed to be a legally binding agreement governing your employment. We believe you will be a valuable addition to the Easy Insights team and wish you all success in this assignment.

1. **Duties:** You are required to exclusively devote your professional time, attention and energy to your responsibilities and not, directly or indirectly, to consult with, advise, work for or have any interest in any competing business or pursuit during your employment with Easy Insights. You are required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. **Compensation and Benefits:**

   - Your total Annual Cost to Company will be **Rupees Four Lakh Only (INR. 4,00,000/-)**. Which includes a performance based variable of Rupees Fifty Thousand Only. (INR 50,000/-) subject to deduction of tax at source as per statutory regulations. Please refer Annexure 1 for detailed break-up of your compensation. To be able to receive the performance bonus you must be a full time employee (and should not be on notice period) of Easy Insights on the date the payment is made. You are entitled to a group medical insurance policy that covers you, your spouse and children, with a coverage of Rupees Three Lakhs (INR 3,00,000/-).

   - The Compensation and Benefits package being paid to you by Easy Insights has been decided based on various factors including your professional background and merit. We would like you to treat all such compensation-related information as personal and confidential. The Company reserves to itself or its designated administrator the exclusive authority and discretion to determine all issues of eligibility

3. **Place of Work:** You will be posted at **Noida**. Please note you are liable to be transferred to any of the Company's establishments anywhere in India or outside India as and when required by the Management.

4. **Policies & Procedures:** You agree to abide by all the Company rules, regulations, instructions, policies, practices and procedures, including, but not limited to the Company's Standards of Conduct, which the Company may amend from time to time. You agree that it is your duty to acquaint yourself with the Company's policies and procedures, which are available to you in the offices of the Company, in case of doubt as to your conduct, rights or obligations and in advance of taking an action. Please note that all agreements, confidential and non-disclosure information, contracts, covenants and obligations entered into by Easy Insights with any other person or entity are also binding on you.

5. **Probation:** You shall initially be under probation for a period of six (6) months from the joining date, which may be extended at the reasonable discretion of the management of the Company. The decision of the management of Easy Insights in this regard will be final and binding on you. If the period of probation has not been extended, then your

appointment shall be deemed to have been confirmed only after it is given to you in writing to that effect. If the performance is not up to the organization's stated standards, then the offer to the candidate will be terminated with 15 days' notice in the probation period.

6. **Increments and Promotion:** Your growth and increase in salary will depend solely on your performance and contributions to the company. Your first appraisal will take place in April 2026. The same will be governed by the performance appraisal and promotion policies of the organization.

7. **Hours of Work and Paid Holidays:** You will observe the working hours and holidays normally observed by the department/ location to which you are assigned to.

8. **Quality Matters:** You will be required to learn the processes being followed at Easy Insights from time to time and comply with the quality standards that are being enforced as part of these processes. Your adherence to these quality standards and your general attitude towards quality will be an important parameter used in evaluating your performance

9. **Travel:** You may also be required to travel as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

10. **Intellectual Property of the Company** : All intellectual property rights, including, but not limited to, patents, patent applications, trademarks, trademark applications, copyrights, formulations, spreadsheet files, designs and all other files, documents etc. prepared by the you (whether in hard or soft format) of the Company during the course of the employment with the Company shall always remain the exclusive property of the Company and other written and printed documents, advertising, sales, marketing, recruiting and other materials or articles or information, prospective and actual customer/client information and records, consultant and other information, billing rates, all business records or related information, or any other materials or data of any kind furnished to the you by the Company or developed by the you on behalf of the Company or at its direction or for its use or otherwise in connection with the employment (whether or not the information contained therein is deemed confidential) and all support items issued in the name of the you during the course of the employment shall always remain the Company's sole property, including in each case all copies thereof in any medium, including computer tapes and other forms of information storage. You shall assign all rights to any intellectual property to the Company and shall cooperate with Company and do all things necessary to enable Company to perfect its ownership of such intellectual property. If the Company requests the return of such property in the custody, charge or possession, materials at any time during or at or after the termination of the employment, you shall deliver all such materials immediately, retaining no copies of the same to it. The value of all shortages or damages if any, shall be recoverable from you and adjusted against either the settlement dues or salary accordingly.

11. **Indemnity:** Without prejudice to any other provisions of these terms, you hereby agree to indemnify, defend and hold the Company, its affiliates, directors, officers, employees and representatives, harmless from and against any and all losses, liabilities, damages, costs, penalties, interests on any amounts or expenses (including reasonable attorney fees) suffered by such party arising out of or in connection with any breach by you of the terms, obligations or covenants contained in these terms including a breach of the provisions above. The indemnification rights of the Company under these terms are independent of, and in addition to, other rights and remedies it may have under applicable law or in equity or otherwise.

12. **Non-Competition, Non-Solicitation and Confidentiality:** Details of the Non Compete**,** Non Solicitation and Confidentiality conditions are provided in annexure 2 of these terms.

13. **Termination without Cause.**, Either party may give notice of termination of employment at any time, subject to 30 days' notice in writing. The Company has a right to waive the notice period on payment of a sum of money equal to 30 days' salary in lieu thereof. Following any termination of the period of employment, you shall fully cooperate with the Company in all matters relating to the winding up of pending work on behalf of the Company and the orderly transfer of work to other employees of the Company. You shall also cooperate in the defense of any action brought by any third party against the Company that relates in any way to your acts of commissions while employed by the Company provided that you are adequately compensated for such co-operation and that all costs and expenses associated with same, including any legal costs incurred by you, are paid by the Company. You agree that all property, including, without limitation, all equipment, tangible proprietary information documents, books, records, reports, notes, contracts, lists, computer disks (and other computer-generated files and data) and copies thereof, created on any medium and furnished to, obtained by, or prepared by you in the course of or incident to your employment, belongs to the Company and shall be returned promptly to the Company upon termination of the period of employment.

14. **Termination For Cause.** At any time during your employment, the Company shall have the right to terminate your employment for the following causes, without any notice:
    a) in case of any misconduct/ gross negligence/ fraud/ embezzlement, theft or commission of a crime involving moral turpitude by you (whether involving the Company or otherwise),
    b) in the event you remain absent for more than seven [7] days without prior written permission from the Company, in which case the Company would assume that you have voluntarily abandoned your employment and your employment with the Company shall stand terminated with immediate effect,
    c) in the event of a material breach of the terms of these terms by you,
    d) in the event of your misrepresentation under these terms,
    e) in case of your failure to perform your duties and obligations to the satisfaction of the Company

15. **Governing Law; Jurisdiction:** The Parties agree that these terms shall be construed and enforced in accordance with, and the rights of parties shall be governed by the laws of India, without giving effect to the conflict of law provisions thereof. The courts at New Delhi shall have exclusive jurisdiction to entertain any suit, dispute, litigation or legal proceedings in respect of or under these terms.

16. **Pre-Joining requirements:** On the date of joining, please submit the following documents: -
    i. Four copies of your recent passport size photographs
    ii. Copies of all educational certificates (class 10^{th} marks sheet, class 12^{th} or 10+2 diploma marks sheet, Degree or Graduation marks sheet, Post-graduation marks sheet)
    iii. Relieving letter from previous employer
    iv. Experience Letter from previous employer
    v. Proof of identity (aadhar card/ voter id card/ driving license/ passport)
    vi. Proof of Address (aadhar card/ voter id card/ driving license/ passport)
    vii. Last three-month salary slip
    viii. Copy of PAN card
    ix. Form 16, if paying tax previously

    As part of your personal health details, we require your blood group. You are required to have this checked before joining.

17. **Date of reporting:** I hope that you find the foregoing terms acceptable. Please indicate your agreement with these terms and accept this offer by signing and dating the enclosed duplicate original of this letter and returning them to us by November 30, 2024. In the absence of our receiving your acceptance, this offer will be deemed to have been rejected by you and shall lapse. You are required to join on or before January 2, 2025.The terms of this offer are strictly confidential between you and Easy Insights.

We once again welcome you to Easy Insights and look forward to your contributions in growing the business.

Sincerely,

Malay Goel
Authorized Signatory

Annexure – 1

January 2, 2025

Name **Mahek Sharma**

Designation **Business Development Executive**

Salary Components	Monthly (in INR)	Annual (in INR)
Basic	10,950	1,31,400

HRA	5,475	65,700
Special Allowance	10,030	1,20,354
*Statutory Bonus	912	10,946
Gross CTC	**27,367**	**3,28,400**
Retirals: Company Contributions		
PF - Employer Contribution	1,800	21,600
Total Fixed Pay	**29,167**	**3,50,000**
Variable Pay (to be paid quarterly based on company's performance)		50,000
Total Cost To Company	**29,167**	**4,00,000**
Less Deduction from salary:		
PF - Employee Contribution	1,800	
Net Take Home (Pre-Tax)	**25,567**	

Malay Goel

Authorized Signatory

Annexure – 2

Non-Competition, Non Solicitation and Confidentiality Agreement

Easy Insights ("the Company") and **Mahek Sharma** ("the Associate")

In general, the Company employs the Associate and the Associate desires to continue his/her employment to render services on behalf of the Company, subject to the supervision and direction of the his / her duly authorized designee.

Non-Disclosure of Confidential Information and Non-Competition

The Associate agrees that the provisions herein are reasonably necessary to protect the proprietary rights of the Company in Confidential Information and its trade secrets, goodwill and reputation.

During the Associate's employment with the Company, the Associate shall not directly or indirectly:

- perform services of any nature or in any capacity whatsoever for any business, person, or entity which is engaged in product lines which compete with and/or which is in competition with the Company or any of its holding Company or its subsidiary;
- engage in any product lines which compete with the Company, **Easy Insights**

(1) The Associate acknowledges that it is the policy of the Company to maintain as secret and confidential all Confidential Information as hereinafter defined. "Confidential Information" shall mean any information, not generally known in the Company's industry which gives the Company a competitive advantage in the industry, heretofore or hereafter acquired, discovered, developed, conceived, originated, used or prepared by the Company or by an Associate of the Company as the result of employment with the Company and which falls within the following general categories:

(i) information relating to trade secrets of the Company or any customer of the Company;

(ii) information relating to existing or contemplated products, services, technology, designs, processes, manuals, formulas, computer systems and/or software, and any research or development of the Company or any customer of the Company;

(iii) information relating to business plans, sales or marketing methods, methods of doing business, customer lists, customer usages and/or requirements, and supplier information of the Company or any customer of the Company
(iv) information relating to work products in general and
(v) any other Confidential Information that either the Company or any customer of the Company may wish to protect by patent, copyright or by keeping it secret and confidential.

(2) The Associate recognizes that the services to be performed by the Associate are special and unique, and that by reason of his/her duties, he/she will acquire Confidential Information. The Associate recognizes that all such Confidential Information is the property of the Company. In consideration of the Company's entering into this annexure, the Associate agrees that:

(i) the Associate shall never, during the term of his/her employment or thereafter, directly or indirectly, use, publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment by the Company without the prior written consent of the Company, it being understood that this subparagraph shall survive the termination of the Associate's employment with the Company;
(ii) during the term of his/her employment by the Company, he/she shall exercise all due and diligent precautions to protect the integrity of the Company's customer lists, mailing lists and sources thereof, statistical data and compilations, agreements, contracts manuals or other documents embodying any Confidential Information and, upon termination of his/her employment, he/she shall return all such documents and any copies thereof, in his/her possession or control.
(iii) He/she shall exercise the very same standards to protect any Confidential Information and shall never, directly or indirectly, use publish, disseminate or otherwise disclose any Confidential Information obtained in connection with his/her employment, it being understood that this subparagraph shall survive termination of the Associate's employment with the Company.

(3) Upon the termination of the Associate's employment, , the Associate shall immediately deliver to the Company all of the books, records, memoranda, reports, data and documents relating to the Company's business and customers and other assets of the Company in the possession, custody or under the control of the Associate, whether or not such material contains Confidential Information.
(i) During the Non-Competition Period (as hereinafter defined), the Associate shall not in any way, be engaged, directly or indirectly, anywhere within the India (or for such lesser period of time or for such lesser geographical areas as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate) during such period as an Associate, partner, officer, director, representative, consultant, agent or stockholder of any corporation, partnership, proprietorship or other form of business entity engaged in the business of designing and developing products or services similar to the products or services of the Company, or Partner, or Client with whom the Company is engaged (or was engaged in for up to twelve (12) months before the day of resignation) in business.
.

(ii) During the Non-Competition Period, the Associate hereby covenants and agrees not to (a) employ, either directly or through an affiliate, any current employee of the Easy Insights or any individual who was an employee of Easy Insights during the preceding twelve (12) months, and (b) solicit, or contact in any manner that could reasonably be construed as a solicitation, either directly or through an affiliate, any employee of the Easy Insights for purposes of encouraging such employee to leave or terminate his or her employment with Easy Insights.

(iii) For purposes of this annexure, the "Non-Competition Period" shall mean the period commencing on the date hereof and ending twelve (12) months after the date that the Associate's employment hereunder is terminated (or for such lesser

period of time as may be determined by arbitration to be a reasonable limitation on the competitive activities of the Associate)

(iv) The Associate acknowledges that any breach or threatened breach or alleged breach or alleged threatened breach by him/her of the provisions can cause irreparable harm to the Company for which the Company would have no adequate remedy at law. In the event of a breach or threatened breach or an alleged breach or alleged threatened breach by the Associate of any of such provisions, the Company, in addition to any and all other rights and remedies it may have under these terms or otherwise, and notwithstanding the arbitration hereof, may immediately seek any judicial action that the Company may deem necessary including, without limitation, the obtaining of temporary and preliminary injunctive relief.

Best Wishes from Easy Insights.

Malay Goel

Authorized Signatory

ACCEPTED AND AGREED

Name: Mahek Sharma
Date:

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Kesar Bhalla
North Delhi

Dear Kesar Bhalla,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Aurnab Saha
North Delhi

Dear Aurnab Saha,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

13. You shall be on probation for a period of six (6) months. During this period, your performance shall be subject to review. In case your performance is not considered satisfactory, the probation could be extended for such duration as determined by the management. During or at the end of the probation period, management shall have the right to dispense with your services without any notice or assigning any reason thereof and without paying any compensation or separation benefits thereof.

14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

16. A detailed engagement letter will be issued to you on your joining and your terms of the engagement with the Company shall be detailed out in such engagement letter.

17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

19. You are requested to carry the following documents in original at the time of joining for verification and a copy of the same for submission.

a. High School and Senior Secondary Certificates and Mark sheets
b. Graduation / Post Graduation certificate(s) along with mark sheets
c. Experience certificate and salary slip from last employer.
d. Blood Group.
e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
h. Photo Identity Proof.
i. PAN Number.
j. Aadhaar Card

20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
c. Personal E-mail ID

24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
Special Allowance	4708	56492
Statutory Bonus	2300	27600
Gross Salary	**22158**	**265892**
PF (Employer)	1800	21600
ESIC (Employer)	0	0
Medical Insurance Premium	209	2508
Monthly CTC	**24167**	**290000**
Variable		
Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Somil Luthra
North Delhi

Dear Somil Luthra,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

2. Performance Linked Incentive (PLI) is completely based on performance and target achieved by employee's and basis company's requirement, reimbursement can also be provided to you. These are awards which may be withdrawn anytime upon company's discretion.

3. You will be governed by the Company's Personnel Policy, Code of Conduct, Non-Disclosure Agreement and all other Company policies as applicable to you from time to time.

4. You will be expected to join duty on **February 07, 2025** the Business hours begins from 9.30 A.M. onwards. You are requested to meet **Dinesh Kumar**, Contact No. **8178385973** for your joining formalities. In case of any further issues, escalation, support or feedback, please write to Onboarding.helpdesk@paytmservices.com, or call at **01204906655** , our team will reach out to you on priority.

5. You shall be initially deputed at **North Delhi**. The Company may at its sole discretion, change your job role & job location intimating to you in advance based on business requirement.

6. The company observes a 6 day work week and you should inform your non availability in advance. Any absence for consecutive 3 days without prior approval will be treated as un-authorized absence from the work and Company has the right to terminate your engagement and take necessary legal action against you.

7. During your period of engagement with the Company, we do not allow any direct or indirect association by you with any other company/person/entity whatsoever, such as agent, consultant and other business association under Dual employment policy and code of conduct. In case of any breach company has right to take disciplinary action including legal/police action.

8. The Company does not promote and hire relatives in the Company, members of a personal immediate family (defined as parents, children, spouse and siblings and other relatives) however such cases can be considered as case to case basis at times with certain condition and prior approval.

9. In additions to the terms contained herein, your relationship with Paytm Services may be subject to such other additional terms and condition as may be communicated to you time to time by Paytm Services.

10. This offer is subject to successful clearance of your background check which Company may do pre or post your joining and in case of any negative report the Company may take any necessary action which may also lead to termination.

11. This is a fixed term employment agreement between you and the Company. This one year employment agreement may be considered for an extension at the sole discretion of the Company.

12. A detailed brief on KRAs and scope of work will be given to you on joining.

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14. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 Days' notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 1 month notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 1 month notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

15. Notwithstanding the preceding clause, your engagement may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following: (i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

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17. Please confirm your acceptance of this Offer Letter by email within the next two working days, failing which this offer will automatically stand withdrawn.

18. Within three days of accepting our offer you are required to send us the copy of your resignation letter duly accepted by your current organization failing which company reserves its right to withdraw this offer letter. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our Company to offer you this employment contract. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the Company is false, in such a case, then this Offer Letter may be withdrawn by the Company without any notice or compensation in lieu thereof.

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e. Relieving certificate from last employer.
f. 3 Passport Size Photographs.
g. Form 16 from last employer.
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i. PAN Number.
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20. Your employment and salary processing is subject to timely submission, validation and completion of joining forms / documents / proofs and background verification clearance.

21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

22. Without Prejudice, please note that the Company reserves its right to withdraw this offer made to you before receipt of your acceptance of the same, without providing any reason to you.

23. It is your responsibility to communicate in writing to Company about any changes in your following mode of communications, as and when required.
a. Contact Number/Mobile Number.
b. Residential Address.
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24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
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PF (Employer)	1800	21600
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Performance Linked Incentive (PLI)*	0	0
Total Salary (Gross CTC)	**24167**	**290000**

'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

PSPL/2025/OF/*6576/Senior Sales Officer

February 04, 2025
Yugam Nagrani
North Delhi

Dear **Yugam Nagrani**,

Sub: Provisional Offer letter (hereinafter "Offer Letter") for the position of Senior Sales Officer.

Kindly refer to your job application with Paytm Services Private Limited, we are happy to offer you the position of **Senior Sales Officer** in **Grade-SG02A** in our Company on the following terms and conditions:

1. Your Total Fixed CTC is Rs. **290000**/- per annum (encl. annexure A.) This is the total cost to Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.

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21. We as a Company do not charge any fee/amount for hiring and also do not ask any agency engaged by us for the same.

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24. The courts at New Delhi shall have sole and exclusive jurisdiction over any disputes arising under this Offer Letter.

Your employment agreement at Paytm Services will be subject to ratification of the above.

We look forward to welcoming you aboard the Paytm Services team.

Best regards,



Amrit Jami
Human Resources
Paytm Services Private Limited

Annexure A

CTC Structure		
Salary Components	**Monthly (Rs.)**	**Yearly (Rs.)**
Basic	10100	121200
House Rent Allowance	5050	60600
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Gross Salary	**22158**	**265892**
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'* Medical Insurance premium rate is subject to change
'* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only
'* Performance Linked Incentive (PLI): PLI will be subject to the sales target Vs achievement by employee's. This will be paid on monthly basis.
'* FairDay Attendance will be applicable as per policy.

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Yash Bhatia

Dear **Yash ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Gunika Soni

Dear **Gunika ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Pranay Baid

Dear **Pranay ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Vinita Jain

Dear **Vinita ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Shivam

Dear **Shivam ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

You will be on probation period for 6 months. Your performance will be reviewed at the end of your probation period.

We are very pleased to offer you the position and are sure that you will make a superb addition to our Company.

Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

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P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2025**

TO: Diya Rawat

Dear **Diya ,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2025.

The cost to the company for your position will be ***INR 3,30,000/-*** *annually*, paid in arrears for every calendar month. Additionally, you will receive twenty days' paid vacation every 12 months, Life Insurance, Medical insurance and other benefits as per the Company policy prevailing from time to time.

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Please sign and return a copy in acceptance of the offer.

SIGNED for and on behalf of:

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P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

Feb 24th, 2025

Pavani Omar

Re: Appointment Letter – "Annexure – A"

Dear Pavani ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.
3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Pavani Omar **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Gunansh Kochhar

Re: Appointment Letter – "Annexure – A"

Dear Gunansh,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.

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5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

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11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
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21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Gunansh Kochhar **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Nitin R

Re: Appointment Letter – "Annexure – A"

Dear Nitin R,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.

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5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

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13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
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16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
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21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
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Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Nitin R **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Khushi Juneja

Re: Appointment Letter – "Annexure – A"

Dear Khushi ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

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16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
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For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

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Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Khushi Juneja **Date: 24th feb'2025**

Regd. Office: 1/22, 2nd Floor, Asaf Ali Road, New Delhi - 110002
Email: contact@soukmedia.co Phone: +91 9873077570 www.soukmedia.co

Feb 24th, 2025

Aditya Prakash

Joshi

Re: Appointment Letter – "Annexure – A"

Dear Aditya ,

We are pleased to offer you employment with us as **Finance Executive** at **Souk Media Private Limited (Herein referred to as "The Company")** under the following terms and conditions which, if you accept, will govern your employment.

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **24th Feb'2025**.
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3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.
4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone
5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**
6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties
7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2025 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notify your reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
19. You will forthwith inform the Company of any changes in your residential address.

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Aditya Prakash Joshi **Date: 24th feb'2025**

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+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2025

PROBATION OFFER LETTER

Dear **Prisha Kohli,**

Congratulations! We are pleased to offer you to join **Corizo Edutech**, 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:** 02-07-2025
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

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 period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

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

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, referenc es which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,

CORIZO EDUTECH BANGALORE

SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

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+91 (0)80-43728940
hello@velocityglobal.com

DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Rishita Agarwal,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature: DocuSigned by: DE500A790212461...

Date: 23rd January 2025

Employee Name: RISHITA AGARWAL

Signature: Signed by: BAE44C69B936445...

Date: February 3, 2025

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Rishita Agarwal**
B. Address of the Employee	**Flat no. D-5, second floor, 134-D/1, Near Begumpur park, Begumpur, Malviya Nagar, New Delhi, India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

Signed by:
BAE44C69B936445...
Employee (Signature)

DocuSigned by:
DE500A790212461...
Velocity Global Management Service Pvt Ltd
Authorised Signatory

RISHITA AGARWAL
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
Cost to Company

Particulars	CTC Per Month	CTC Per Annum
CTC	**50,000**	**6,00,000**
Basic Salary & DA	20,000	2,40,000
House Rent Allowance	8,000	96,000
Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

Signed by:
BAE44C69B936445...
Employee (Signature)

DocuSigned by:
DE500A790212461...
Velocity Global Management Service Pvt Ltd
Authorised Signatory

RISHITA AGARWAL
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Shubhankar Gupta,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

10. **Office Equipment and Assets:** The client may give you office equipment like laptop, & office mobile phone for the purpose of executing your official responsibilities. You shall duly acknowledge the receipt of the same and maintain/preserve such equipment without causing any loss, damage etc to the same. You shall return the same, whenever called for or when the employment comes to an end, whichever is earlier.

All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:

DocuSigned by:
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Employee Name: Shubhankar Gupta

Signature:

Date: 23rd January 2025

Date:

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Velocity Global™

Velocity Global Management Services Pvt Ltd
CIN: U74999KA2018FTC113877
No 185/7, 2nd Floor,
Chandra Plaza, 8th F Main,
3rd Block Jayanagar,
Bangalore 560011
+91 (0)80-43728940
hello@velocityglobal.com

APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Shubhankar Gupta**
B. Address of the Employee	**9/401, Common Wealth Games Village,New Delhi,India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Shubhankar Gupta
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
Cost to Company

Particulars	CTC Per Month	CTC Per Annum
CTC	**50,000**	**6,00,000**
Basic Salary & DA	20,000	2,40,000
House Rent Allowance	8,000	96,000
Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

DocuSigned by:
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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Shubhankar Gupta

Employee Name

General Counsel

Title

February 3, 2025

Date

23rd January 2025

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DATE: 23rd January 2025

SUBJECT: CLIENT SERVICING DEPUTATION LETTER

Dear Anmol Taneja,

This letter is to confirm your deployment to our Client **Financial Technology Partners LP** as **Analyst** effective **24th February 2025.**

Definitions:

1. **Client:** The term 'Client' here refers to **Financial Technology Partners LP**- and its Clients, prospect, partner or experts.

The following terms and conditions are applicable to you during your deputation.

1. **Roles & Responsibilities:**
   a. Your main role in this job will be defined by the Client. Soon, a detailed Job description (JD) will be provided to you by Client.
   b. You are also responsible for building and maintaining existing client relationship.
   c. As a full time, Employee, you will understand fully your responsibilities and expectations of the client from you in terms of tasks, deliverables and contributions.
   d. You shall then proactively undertake to execute the same in good faith and ensure that you perform optimally and put in your best efforts, always, consistently and work extra hours to achieve this whenever the job so requires, or whenever so instructed by your immediate senior.

2. Duties of the Employee
   a. The EMPLOYEE shall during the term of this AGREEMENT always loyally, diligently and faithfully serve the Client. The EMPLOYEE shall at all times comply with all law, legislation, statutory rules or regulations, and instructions, guidelines, rules or regulations of the Client (be it written or verbal) from time to time in force. The EMPLOYEE shall also strictly comply with all terms and conditions of this Agreement. The EMPLOYEE shall faithfully and diligently promote the business of the Client.
   b. During the term of this AGREEMENT the Client is entitled any time to assign to the EMPLOYEE different, other or additional duties or even release his / her from his / her duties at all.
   c. The EMPLOYEE shall not be granted the right to enter into agreements whatsoever involving the EMPLOYEE not only as the representative of the Client but also as an additional party to such agreement. The EMPLOYEE shall not incur any liability on behalf of the Client, pledge or purport to pledge the Client's credit or make any other contract binding upon the Client, unless specifically agreed in writing by the Client in advance.
   d. The Client will from time to time prescribe rules and regulations that the EMPLOYEE will be required to conform to.
   e. The EMPLOYEE shall always endeavour to promote the interests of the Client as contemplated by this Agreement and shall conduct himself or herself so as not to adversely affect the business, good standing or reputation of the Client.

3. **Undertaking of the Employee:**
   a. You shall obey all lawful instructions given to you by or on behalf of the Client and shall comply with all rules and regulations now or hereafter made by the Client in connection with the conduct of the Client's business.
   b. You shall not intentionally or unintentionally cause damage to the Client or to other Employees or to clients' staff or premises or prospective clients' staff or premises.

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c. You shall report to his / her designated superior entirely and correctly and be responsible for his / her performance of the duties assigned by his / her designated superior.
d. You shall not lay false claim to work of others, which may cause the Client to be implicated on infringement of copyrights, trademark, patent, or any law relating to intellectual properties as well as all rights thereof
e. You shall faithfully and diligently, work and serve the Client to the fullest extent of the your knowledge, expertise, technical skills, and ingenuity and shall devote your attention and effort to the assigned duties during the duration of the employment
f. You shall give your best effort in order to take care of and protect properties in his / her working areas from loss or damage.
g. You shall not quarrel, fight with or commit physical abuse to any person in their working areas or at client premises or prospective client premises.
h. You shall not bring illegal drugs, dangerous weapons, or explosive materials to their working areas or at client premises or prospective client premises.
i. You are expected to maintain professional relationships with all the members of client office during your deployment period & shall not take any personal advantage using the position or influence that is given by Client for delivering and executing your responsibilities.
j. You shall not receive any personal gift, profit, fee, commission or discount from any tradesman or client or prospective client or supplier or service provider or other person if the receiving of which might have direct or indirect relationship with the Client's business unless approved in writing by the Client.
k. You shall not make any false statements nor do any act which may be detrimental to the business or any interests, reputation and/or public relations of the Client.
l. You shall not do anything or be engaged in any illegal or immoral activity.
m. Use of personal mobile phone(s) or online social media site(s) or online chat application(s) for non-work related purposes, and use of non-work related websites is strictly prohibited during working hours.

4. **Work Location, work hours & Reporting:**
   a. You will be based at your Home Office, where your immediate reporting authority will be **Aditya Kumar**.
   b. Your working hours shall be as defined by Client and will work in shifts based on the job deliverable requirement.
   c. Your attendance is tracked as per the work rules of client and your salary will be released as per the attendance approval form your client Manager.
   d. If requested by Velocity Global Management Services Pvt., you may be required to report and interact with Velocity Global Management Services Pvt Ltd reporting authority on all activities and progress made.

5. **Communication & Interpersonal Skills:** You are expected to communicate with colleagues, clients and others without adversely affecting the interest of the company. You are required to constantly keep improving your written and oral English communication skills. The official language for communication within office premises, and with clients or others, at all times, is English and you shall abide by this at all times. You are also required to constantly improve all your interpersonal skills in the best interest of the company

6. **Regular Reviews & Salary Revision:**
   a. Your performance shall be as per the policy of the Client and the revision of the salary is directly proportionate to your performance and thereby client revision of your salary.

7. **Information Confidentiality:** You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the company while on service or thereafter, except if your nature of job requires you to do so

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8. **Client Policy & Procedures:**
   a. You are expected to maintain and adhere to all the client policies and procedures, while maintaining the brand image of Velocity Global Management Services Pvt Ltd.
   b. Please note that, Leave Policy (except public holidays) & Compensation & Benefit Policy is applicable to you as per Velocity Global Management Services Pvt Ltd policy & guidelines.
   c. When you want to avail leaves, you are expected to follow the leave applicable procedure and system followed at Client premise & discuss your leaves and get suitable approvals from client. However, you must inform Velocity Global Management Services Pvt Ltd reporting authority on such discussion and keep them in the email communication.
   d. All expenses made for delivering your official work will be reimbursed by the Client as per their reimbursement policy. However, you will have to internally take approval from your reporting manager and also keep Velocity Global informed about such expense reimbursement claims.

9. **Brand Ambassador:** You are considered to be a brand ambassador of the company and are expected to act accordingly. You shall keep the interest of the company above everything else. You shall represent the company in good faith and further the business and professional interest of the company at all times. Wherever required and wherever possible, you shall introduce business and clients to the company and benefit the company directly or indirectly and always be a positive contributor.

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All the other terms and conditions of your appointment remain unaltered. We are confident that you will put all energy and efforts in the execution of this task which not only will propel your learning but enhance your skills and experience which will pay long in your career.

We take this opportunity to wish you every success in your new assignment.

Thanking you,

For Velocity Global Management Services Pvt Ltd

Shawn McIntire

Authorized Signatory Signature:

DocuSigned by:
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Employee Name: Anmol Taneja

Signature:

Date: 23rd January 2025

Date:

Docusign Envelope ID: 34B40D8F-7D95-4609-9CFB-54295552ABF3

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APPENDIX 1
Specific Terms of Appointment

A. Employee Name	**Anmol Taneja**
B. Address of the Employee	**F-14 Lajpat Nagar 3 ground floor,Delhi, India**
C. Designation	**Analyst**
D. Employment Commencement Date	**24th February 2025**
E. Reporting Manager	**Aditya Kumar**
F. Place of Work	Home Office
G. Core Hours of Work	You are requested to work as per client & business requirements
H. Probationary Period	**3 Months**
I. Total Cost to Company	**INR. 6,00,000/- (Rupees Six Lakh only) per year**. The CTC break-up is provided in detail in the Appendix 2
J. Addition Benefits	**Bonus: You are eligible for a bonus up to 20% of your CTC as per company policies.**
K. Governing Law	**Central and State Laws of India**

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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Anmol Taneja
Employee Name

General Counsel
Title

February 3, 2025
Date

23rd January 2025

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Appendix 2

Components of Compensation
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Telephone & Internet Reimbursement	2,500	30,000
Leave Travel allowance	1,667	20,000
Professional Pursuit/Allowance	5,000	60,000
Vehicle Fuel & Maintenance Reimbursement / Car Fuel	2,400	28,800
Residual Pay	8,033	96,400
Gross Salary	**47,600**	5,71,200
Add: PF Employer Contribution	2,400	28,800
CTC	**50,000**	6,00,000
Kindly Note:		
Deduction on Gross Salary	**2,600**	31,200
Deduct: PF Employee Contribution	2,400	28,800
Deduct: Professional Tax	200	2,400

1. Salary is subject to Tax laws in India. Income Tax & Professional Tax
2. The tax computation is the liability of the individual /employee to the government and the employer will not be responsible.
3. Communication, Car Fuel, Leave Travel Allowance and Professional Pursuit are non-taxable income; however, the required bills/receipts have to be produced to get tax exemption

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Employee (Signature)

Velocity Global Management Service Pvt Ltd
Authorised Signatory

Anmol Taneja

Employee Name

General Counsel

Title

February 3, 2025

Date

23rd January 2025

Dated: 17th March 2025

Mr. Aatiksh Kashyap,
Delhi.

Offer letter

Dear Aatiksh,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Aatiksh Kashyap
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Dated: 17th March 2025

Mr. Vinayak Kalra,
Delhi.

Offer letter

Dear Vinayak,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Vinayak Kalra
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal

Sr. Manager- Human Resources

Dated: 17th March 2025

Ms. Khushi Nagpal,
Delhi.

Offer letter

Dear Khushi,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Ms. Khushi Nagpal
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal

Sr. Manager- Human Resources

Dated: 17th March 2025

Mr. Sambhav Bhatnagar,
Delhi.

Offer letter

Dear Sambhav,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Sambhav Bhatnagar
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Dated: 17th March 2025

Mr. Raman Sharma,
Delhi.

Offer letter

Dear Raman,

We are happy to extend an offer for you to join **Retail Advising Services Pvt. Ltd.** as **HR Assistant** at our **Delhi office**. Your anticipated start date is **24th March 2025** or before. We believe that your skills and experience will make a valuable contribution to our team. Your employment details are:

Name of employer:	Retail Advising Services Pvt. Ltd
Name:	Mr. Raman Sharma
Job title:	HR Assistant
Reporting to:	SP Taneja / Khushboo Kaushal
Per Month Salary:	Rs. 25,000 (Included Tax)
Type of employment:	Permanent
Standard working pattern:	Monday to Friday (9:00am to 6:00pm)

After successfully completing your 6-month probationary period, you, your spouse, and your child will be eligible for Accident Insurance coverage of ₹2,00,000 and Group Medical Insurance of ₹2,00,000.

We look forward to welcoming you to our team and supporting your growth in this role.

Retail Advising Services Pvt. Ltd.
Khushboo Kaushal



Sr. Manager- Human Resources

Offer Release Date: August 8, 2025

Offer and Appointment Letter

Dear Dhriti Sharma,

House no.2026 sector-9, Faridabad House no.2026 sector-9, Faridabad, Not Applicable,

Haryana, India, 121004

Document ID - 3ca78ebd-9033-4062-9204-7bf039f9b7cb

Dear Dhriti,

Congratulations! with reference to your application and subsequent interview, we are pleased to make you an offer and appointment with **HCL Technologies Ltd., - Digital Process Operations ("DPO" or "HCLTech" or "Company")** as **Process Associate.** You are required to report on **August 18, 2025** at 09:00 a.m., at the address: **HCL Technologies Ltd., - Digital Process Operations, Noida.**

- Your annual compensation would be **INR 227679 Per annum** as per compensation structure outlined in **Annexure I**. A detailed structure of your compensation will be shared on your joining. Explanation of compensation structure and employee benefits have been detailed out in **Annexure III**.
- You are requested to accept the offer within 07 days, failing which the offer will stand null and void.
- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.
- All our operations function **24x7, 365 days in a calendar year.** Your working hours, number of working days in a week, weekly - off will depend upon the process requirements. Your working hours will be as advised to you by your superiors from time to time but **shall not exceed 48 hours** in a week. It is expressly agreed that if you fail to perform the work according to the scheduled working hours or you resort to stoppage of work, whether alone, or with others, you will be entitled to receive salary only in proportion to the working hours during which you actually performed work.
- In accordance with the authorization on your application, your appointment is subject to your clearance of **Background Verification/Reference Check/any other test specified by the client** and genuineness of documents or information provided by you to the Company. You are being provisionally offered on the presumption that you have no criminal background as per law of the land and the particulars furnished by you in your application and/or Biodata are correct. We will

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth, 96, Nehru Place, New Delhi -110009, India

HCL

also be contacting your referrals. **Please note that this offer is subject to satisfactory references being obtained.**

- The company will undertake the background verification / validation process of employees in terms of education, previous employment(s), criminal verification, database and web searches, address verification, claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. You would be required to submit copies of documents detailed in Annexure II to facilitate the joining and background verification process.

- The company may also undertake reference check through at least two professional references submitted during the process of selection.

- In case the Prospective Employees fails to submit any document required for conducting background verification, they will not be considered for hiring. If the Prospective Employees fails the background verification, appropriate actions including withdrawal of offer of employment will be taken basis the recommendations given by the background verification team & in line with HCLTech policies.

- In case the aforesaid particulars are found to be incorrect, or it is found that you have **concealed or withheld** some other relevant facts, your offer/employment with the Company shall stand terminated/cancelled forthwith, without any notice.
- **Probation -** You will be on probation for a period of 6 months from the date of your joining. Unless notified in writing, you will be deemed as "confirmed" on completion of your probation period.

- **Performance and Compensation Reviews -** Your performance appraisal and compensation review will be governed by the Company's policy being in force from time to time. **Probation period & Performance Appraisal / Compensation Review shall be deemed to be changed with the change in position / process / function**.

- Your services during or after the period of probation shall be liable to be terminated giving 60 days' notice or 60 days' basic salary in lieu thereof without assigning any reason thereof. Likewise, you will also be competent to terminate your contract of employment by giving 60 days' notice. The waiver of the notice period fully or partially or acceptance of such basic salary is at the Company's sole discretion. Further, the aforesaid requirement of notice period may be extended, if mutually agreed by you and the Company.

- The company shall be entitled to accept your prospective resignation with effect from a date earlier than the one offered by you and thus relieve you at any time during your notice period as the notice is for the benefit of the management and balance notice period can be waived at any time by the management. In such an event, however, you shall be paid basic salary for the remaining period of your notice. In case the management at your request accepts a shorter period of notice, you shall be entitled to receive your salary only for the actual number of days worked.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth, 96, Nehru Place, New Delhi -110009, India

HCL

- At the time of joining, you must declare your family members / relatives working in a direct or indirect supervisory / subordinate relationship or as third-party resources in the same work unit (Respective L3 Organization Unit Level). This is required to avoid any conflict of interest. During your employment with the Company, if any of your direct relatives are offered by HCLTech or any of its subsidiary, group, affiliate companies, you would be required to voluntarily declare the same as and when an offer of employment is made to them. Direct relatives herein include parents, spouse, brother/s, sister/s and children of the employee.

- On joining you will be imparted with necessary training. You are expected to meet with all the requirements in the training. In the event, you are unable to meet with the expectations; we would be constrained to terminate your services. During the training period working schedule shall be of any six days a week.

- All Employees are entitled to avail the Company Transport within the defined limits as per company's policy.

- During your employment if the company identifies any negative instances/ irregularities relating to your previous employment, your employment will be terminated with immediate effect.

- You and your family (spouse, dependent children, dependent parents) will be covered under comprehensive Medical Insurance scheme/ESI as per policy

- Your resignation shall become effective as soon as the management accepts it. The management shall be competent to withhold its acceptance in respect of your resignation in case dues are recoverable from you or if you are under suspension and/or disciplinary proceedings are pending or contemplated against you or for any other similar reasons. After having opted to resign and given the intimation to this effect, you shall be debarred from withdrawing your resignation except with the written permission of the management.

- Subject to other terms of the instant letter, company reserves the right to terminate your services without any cause assigned to the termination. In such a case, the company at its discretion would consider to pay the terminated employee one-month basic salary only.

- During your employment with the Company, you will be liable to be transferred to any of the offices/ departments /manufacturing units of the Company or of associate companies'/ group companies, client location, whether existing or to be set up, anywhere in India or abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate/ subsidiary/ group company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period thereafter, if any, and the same shall be treated as the contract period vis-à-vis this contract of service.

- You may be required to attend specialized training, either in India, or abroad, and it is expected that you will be ready and willing to undertake such training, as the same is necessary to enable

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you to effectively discharge your duties with the Company. The training period would be any six days of a week. The Company shall be spending considerable amount of money on the said training, and it is expected that you shall work for the Company for a certain minimum stipulated period of time after completion of the said training, so as to enable the Company to get the benefit of the amount spend by it. It is the practice of the Company to execute a training and/or Service agreement at the commencement of training in which the rights and liabilities of the respective parties are set out. You will be required to compensate the company for the amounts spend by it on the training in the event of your committing breach of your obligations under the training - and - service agreement. You may also be required to furnish at least one surety to guarantee due compliance with the terms of the training and/or service agreement as per the policy. Subject to above, during your employment with the company, you may also be required to execute agreement(s) in the nature of NDA (Non-disclosure agreement) or any other agreement/undertaking/affidavit due to client/process/business requirements.

- During your employment with the company, you will be governed by the policies, service rules and regulations of the company being in force or introduced/amended later. In this regard, a confidentiality undertaking at the time of joining and/or any other agreement that may be required from time to time will be required to be executed by you.

- You shall not divulge, communicate, or pass on any information, secrets directly or indirectly which you may come to possess as a result of your employment with the company to any outsider or to anyone not employed by the company. At all times you shall maintain absolute integrity. You shall not communicate, in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior and/or concerned person(s) of HR Department. Indulgence in such activities or any violation of this norm shall lead to termination of your employment immediately.

- You shall agree to abide by all terms and conditions listed in the Software Asset Management (SAM) Policy at all times. As an employee, you will ensure that software will be installed on the machine only after you have received the requisite approvals for the same. You shall also agree to keep track of the software inventory on your machine(s), and to take necessary corrective actions if any installation is not in accordance with the SAM Policy. You further agree that the company will not accept any liability in respect of any unauthorized use of software and you shall be personally liable for any damages or other liability arising on account of violation of SAM policy

- You would be initially posted at **Noida**, where you are requested to report to Human Resources Group on joining. Upon joining, you will be required to sign a standard undertaking on your obligations to conform to organizational discipline, policies and norms.

- During your employment with the company, you will not take up employment elsewhere either part time or otherwise. Besides you will not engage in any commercial activity. In case of defiance of this provision, Company shall have all rights to take appropriate disciplinary action against you, in its sole discretion.

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- In case you absent yourself from duty for **7** days or more or extend leave at your own and without consent of management beyond originally granted leave, you shall be deemed to have left and relinquished your service. Such automatic relinquishment of the contract of employment shall be deemed as repudiation of the contract of employment by you, and not as a termination of the service by the company. In such case the Company will initiate necessary action as per its policy, in that regard.

- You will be retired from service on attaining superannuation age of 58 years or earlier in case you are found physically and/or mentally unfit to work any longer or for continued ill-health as certified by the medical officer nominated by the Company.

Please ensure to accept the Online Offer Letter once you have gone through all the clauses. Your acceptance to the Letter is mandatory before you report to joining.

The Relocation Amount will be applicable to you as per Policy. The amount will be recoverable from your Full and Final settlement in case you decide to leave the organization before completion of 1 year from your Date of Joining.

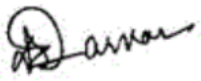
Please note that no commitments other than what is mentioned in this letter & its annexure(s) will be applicable to you or entertained by us.

You are advised to go through the contents of this offer letter and the annexure(s) before signing the document.

With best wishes and looking forward to a mutually fruitful association.

Yours sincerely,

For HCL TECH LTD BPO SERVICES



Debasis Sarkar
Sr. VP, Head-Global Rewards

This is system generated Letter/Contract. Agreeing to the Offer and its terms and conditions in the workflow is as good as signing of physical contract/letter on mutual agreement between us. It has all legal binding as per the law, if mutual trust is breached at any point of time.

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DECLARATION

I, Dhriti Sharma, hereby declare that I have completely understood the contents of the instant Letter and I agree to abide by the below mentioned clauses:

1. Flexible to work in any shifts, process, Centre and location.
2. All the required documents to be submitted on Discover HCLTech Portal before the date of joining.
3. Salary will be subject to revision in case of non-submission of the required experience certificates.
    - Unsatisfactory responses from the previous employment references may lead to reduction in salary or/and termination of employment with us.
4. Non-disclosure of prior experience with HCLTech will lead to termination of employment.

In case, the aforesaid particulars are found to be incorrect or it is found that I have withheld some relevant facts, HCL Technologies Ltd. – Digital Process Operations has the right to withdraw the instant Letter of Offer and/or terminate my employment with immediate effect.

Annexure I

Annexure II

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED ONLINE TO FACILITATE PRE-EMPLOYMENT BGV (BACKGROUND VERIFICATION / VALIDATION) AND APPOINTMENT PROCESS IN HCLTech	
S.No.	**Particulars (To be submitted to the Recruiter/Online of the BGV link)**
1	**Highest Qualification -** Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date
2	**Permanent/Current Address Proof** – Passport, Ration Card, Voter ID, Driving License, , Rental agreement or Lease agreement etc.
3	**Previous Employer** – Relieving and Experience Letter, latest salary slips & offer letter with Employee ID Number
4	Consent to be given on candidate information form for BGV initiation and LOA (letter of authorization)
5	**Identity Verification -** Copy of valid passport and PAN card required
Additional documents (To be submitted on request – Only if required)	

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1. Highest Qualification- Admit card, college and university official's (Registrar and Director) detail
2. Previous Employer – Direct HR Contact, PF account details, bank statement showing salary transfer and Form 16, If company is active, employer's active address.

Things to Remember

1. The information provided in Resume and background verification form must be same.
2. Information provided in background verification form must be accurate.
3. Period of stay mentioned in the background verification form should be correct and in continuation (without any GAP).
4. Any Gap in Employment or Education must be informed explicitly to the recruiter.

Additional document can be requested to clear background verification therefore to avoid delay it is advisable to submit these documents along with the mandatory documents.

List of Documents required for joining (Must be mandatorily uploaded on Discover HCLTech Portal)	
S. No	**Document Name**
1	Latest Offer/Appointment Letter with Cost to Company (CTC and ALL ANNEXURES)
2	Extension Letter (if the Date of Joining in the offer letter is past dated)
3	Passport –Name & DOB page as proof
4	10th Mark sheet, only if passport is not available.
5	PAN Card as ID Proof (Only if passport is not available)
6	Passport Size Photographs (Only with white background)

- Please ensure that the copies uploaded are clearly scanned & all details are visible.
- Please avoid clicking pictures of documents and uploading.
- Employee must enter/submit correct/accurate Aadhar number on joining portal so that HCLTech onboarding team can ensure the right information is passed on for EPF (Employee Provident Fund) / EPS (Employee Pension Scheme) / UAN (Universal Account Number) account creation/porting etc.
- HCLTech will only validate the accuracy of the Aadhar Card details for EPF/EPS/UAN and shall not store or use Aadhar card information for any other purposes.
- Please keep your PF account number (immediate previous employment), UAN information handy as these details are required at the time of filling details on the portal.
- Induction Timings will be circulated to you separately.
- Please ensure your BGV Status is Green, before the Date of Joining, check with your Recruiter on the progress/Status.

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- All storage Media Devices e.g. personal laptop, Pen Drives etc. are not allowed inside the campus.

You will need to report to HCLTech to complete the joining formalities on the date of Joining, please connect with your recruiter for further details / exceptions.

Location of HCLTech Onboarding Team for joining formalities:

S. No	Location	Address
1	NOIDA	HCL Technologies Ltd, Gate No-1, Akashi Induction Room, Ground Floor, Tower–1, Hub SEZ, Plot No 3A, Sector 126, Noida - 201303
2	CHENNAI	HCL Technologies Ltd, SEZ Unit-2 (Sdb2 Buld), ELCOT-Special Economic Zone, 602/3, Shollinganallur Village, Shollinganallur-Medavakkm High Road, Chennai-600119
3	BANGALORE	HCL Technologies Ltd, Induction Arena, Ground Floor, Tower-4, Special Economic Zone (SEZ), 129, Jigani Industrial Area, Bommasandra-Jigani Link Road, Bangalore-562106
4	HYDERABAD	HCL Technologies Ltd, Himalaya Induction Room, Level-2, H-01B, Special Economic Zone, Phoenix Infocity Pvt Ltd, Survey No. 30,34,35 & 38, Hitech city 2, Madhapur, Hyderabad-500081
5	PUNE	HCL Technologies Ltd, Blue Bell, Tower-7, Level- Upper Ground Floor, Wing (A&B), Magarpatta, SEZ, Pune-411013
6	LUCKNOW	HCL Technologies Ltd, IT City, Near Chack Gajaria Farms, Sultanpur Road, Gate No. 1, Tower SDC-02, First Floor – Induction Room-1, Lucknow-226002
7	MADURAI	HCL Technologies Ltd, Elcot, IT SEZ, Plot No. 5 & 7, Ilanthaikulam Village, Madurai-625020
8	NAGPUR	HCL Technologies Ltd, Plot No.5, Sector 12, Mihan SEZ, Nagpur-441108
9	VIJAYAWADA	HCL Technologies Ltd. S. No: 20/3, NH-5, Kesarapalli Vill, Gannavaram Mandal, Vijayawada, Krishna Dist, Andhra Pradesh-521102

Please go through the contents of this letter of offer and the annexure before accepting it. Your acceptance of the e-offer will be deemed as you have read and accepted all the clauses mentioned here-with.

Besides the above policies **HCL Technologies Ltd. – Digital Process Operations** is governed by policies* which are listed in corporate intranet.

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Annexure III

EXPLANATION OF COMPENSATION STRUCTURE AND EMPLOYEE BENEFITS

To facilitate an easy understanding of your compensation structure (Cost to Company, CTC), the various components are explained as following:

BASIC SALARY

The Basic Salary is standard across organization and brought to a certain value of the CTC. Basic salary has an impact on various other components such as the PF contribution, medical insurance cover, Gratuity, HRA etc. and hence has to be balanced so as not to substantially reduce the employee's take home salary.

PROCESS ALLOWANCE

As part of your CTC, you would also be eligible for a process allowance based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference. The structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company.

House Rent Allowance (HRA)

The HRA is payable maximum Up to 100% of the Basic Salary and paid monthly. This includes the Company Leased Accommodation value. For those who are not staying in a rented accommodation, can declare the same in the system post joining and this amount would be paid as taxable component.

Food Wallet: Food Wallet is a voluntary benefit and is applicable for payments related to food and non-alcoholic beverages only. Once enrolled, the benefit should be availed within HCLTech Cafeterias or food joints outside HCLTech campus which serves only food and non-alcoholic beverages. This Food Wallet cannot be used in any other outlet other than designated food outlet.

Advance Statutory Bonus

Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act.

Compensatory Allowance

Compensatory Allowance is a buffer component that adjusts the amount of CTC against all other fixed components.

Medical Insurance

Some of the salient features of the Group Health Medical Insurance policy are as follows

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- The policy covers Hospitalization expenses and Maternity expenses.
- By default, the employees (who are not covered under the ESI Act, 1948] will be mandatorily covered under the benefit. The benefit will also be available to cover Spouse, dependent children, dependent parents/in-laws, dependent brothers who are unemployed but below the age of 25 and sisters (unmarried & unemployed), additionally, by declaring them as dependants and on confirming that they are NOT covered under any other employer-sponsored medical scheme (e.g., Central Government Health Scheme) and that they are wholly or substantially dependent on you for their medical needs.
- The premium payable depends on the dependants declared.
- The hospitalization coverage limit will be same as defined in compensation structure.
- Company reserves the right to amend the benefit plan and shall keep all employees informed/updated.
- You may refer 'Medical Insurance policy' for further details.

- **Coverage under ESI:**

  Applicable where monthly gross does not exceed INR 21,000 (excluding variable component) as per the Payment of Bonus Act

- The employee will be covered under Employee State Insurance Scheme in accordance with the applicable norms and amendments made during time to time or any further amendment which may come into force during the employment tenure under **Employees' State Insurance Act, 1948**.

  Employees covered under ESI would not be covered by default under HCLTech 's medical insurance benefit. Option to enroll under medical insurance is available as well; however, in such a case, the additional cost of annual medical premium has to be borne by the employee as per terms and conditions elucidated under Medical Insurance policy.

  *The employee & employer contribution will be payable as per current prescribed rates under ESI Rules.

- **Employer's contribution to Provident Fund:** As per statutory requirements, an employee has to contribute 12% of the basic salary towards Provident Fund (PF). HCLTech contributes matching amount to PF. Out of employer's contribution, 8.33% of monthly basic or INR. 1,250/- whichever is lower is remitted to PF authorities towards Employees' Pension Scheme (EPS). All employees are thereby eligible to draw pension after superannuation, except those who had opted out of EPS as per Form-11 declaration.

  *The percentage and amount is in compliance with the current PF Act.

Gratuity

As per statutory requirements, it is employer's statutory liability to pay 15 days' Basic salary (15/26 of a monthly Basic) for every completed year of service to each of his employees on their exit, for any reason after five years of continuous service, subject to maximum limit of INR 20.00 lakhs.

Annexure IV

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This Annexure contains the Employee Undertakings which sets forth certain employee obligations with respect to the protection of the confidential information and legitimate business interests of the Company.

As a condition of my employment and/or continued employment with the Company and my receipt of the compensation now and hereafter paid to me by the Company, I agree to the following:

1. **Confidential Information:**

Company Information: I shall not use, communicate, or disclose, except for the benefit of the Company, any Confidential Information relating to the Company, its corporate parent, or any of their subsidiaries or affiliates (collectively "**Company Parties**"), to which I have been privy to by virtue of being an employee of the Company. I understand that "**Confidential Information**" for this purpose shall mean and include all information, regardless of the form whether oral, written, stored in a computer database or otherwise, which in any way relates to markets, customers (including, but not limited to customers of any of the Company Parties with whom I interacted or with whom I became acquainted while being associated with the Company), products, patents, inventions, know-how, software, procedures, methods, designs, strategies, plans, assets, liabilities, revenues, pricing lists, customer information, profits, organization, employees, agents, distributors or business in general of any of the Company Parties. I understand that Confidential Information and trade secrets do not include any of the items mentioned above, which have become publicly known and made generally available through no wrongful act of mine, or of others who were under confidentiality obligations, as to the item or items involved. I hereby agree to maintain the secrecy and confidentiality of such Confidential Information.

Former Employer Information: I agree that I will not, during my employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity. Further, I will not bring into the Company premises any proprietary information or trade secret of any such employer, person or entity unless consented to in writing by such employer, person, or entity.

Third Party Information: I recognize that the Company has received, and in the future will receive, from third parties their confidential or proprietary information subject to a duty to maintain the confidentiality of such information and to use it only for certain limited purposes. I agree to hold all such confidential or proprietary information in the strictest confidence and agree to not disclose it to any person, corporation, or entity. I also agree not to use such information except as necessary in carrying out my work for the Company consistent with the Company's Agreement with such third party.

2. **Inventions:**

Inventions Retained and Licensed: I have shared and declared a list describing all inventions, original works of authorship, developments, improvements, and trade secrets which were made by me prior to my employment with the Company (collectively referred to as "**Prior Inventions**"), which belong to me, which relate to the Company's proposed business, products or research and development, and which are not assigned to the Company hereunder, or, if no such list is attached, I represent that

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there are no such Prior Inventions. If in the course of my employment with the Company, I incorporate into a Company product, process, or machine a Prior Invention owned by me or in which I have an interest, the Company is hereby granted and shall have a nonexclusive, royalty-free, irrevocable, perpetual, worldwide license to make, have made, modify, use and sell such Prior Invention as part of or in connection with such product, process or machine.

Assignment of Inventions: I agree that I will promptly make full written disclosure to the Company, which will hold in trust for the sole right and benefit of the Company, and hereby assign to the Company, or its designee, all my right, title, and interest in and to any/all invention(s), original works of authorship, development, concepts improvements or trade secrets, whether or not patentable or registrable under copyright or similar laws, which I may solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of time I am in the employ of the Company (collectively referred to as "**Inventions**"), except as provided in sub-section (e) below. I further acknowledge that all original works of authorship created by me (solely or jointly with others) within the scope of and during the period of my employment with the Company and which are protectable by copyright are "works made for hire", as defined under the local copyright legislations (and all amendments thereto).

Maintenance of Records: I agree to keep and maintain adequate and current written records of all Inventions made by me (solely or jointly with others) during the terms of my employment with the Company. The records will be in the form of notes, sketches, drawings, and any other format that may be specified by the Company. The records will be available to the Company and always remain the sole property of the Company.

Patent and Copyright Registrations: I agree to assist the Company, or its designee, at the Company's expense, in every proper way to secure the Company's rights in the Inventions and any copyrights, patents, mask work rights or other intellectual property rights relating thereto in any and all countries, including the disclosure to the Company of all pertinent information and data with respect thereto, the execution of all applications, specifications, oaths, assignments and all other instruments which the Company shall deem necessary in order to apply for and obtain such rights and in order to assign and convey to the Company, its successors, assigns, and nominees the sole and exclusive rights, title and interest in and to such Inventions, and any copy rights, patents, mask work rights or other intellectual property rights relating thereto. I further agree that my obligation to execute or cause to be executed, any such instrument or papers shall continue after the termination of my employment. If the Company is unable to perfect any right, title, interest because of my mental or physical incapacity or for any other reason to fail to secure my signature to apply for or to pursue any application for any local or foreign patents or copyright registrations covering Inventions or original works of authorship assigned to the Company as above, then I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney in fact, to act for and on my behalf to execute and file any such applications and to do all other lawfully permitted acts to further the prosecution and issuance of letters patent or copyright registrations thereon with the same legal force and effect as if executed by me.

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Exception to Assignments: I understand that the provisions of this Annexure requiring assignment of Inventions to the Company do not apply to any invention for which no equipment, supplies, facilities or trade secret information of the Company was used and which was developed entirely on my own time, unless: (i) at the time the Invention was conceived or reduced to practice, it related (A) directly to the business of the Company, or (B) to the Company's actual or demonstrably anticipated research or development; or (ii) the Invention resulted from any work performed by me for the Company. I understand further that the laws of certain states would prohibit the assignment of such Inventions. I will advise the Company promptly in writing of any inventions that I believe meet the criteria of this paragraph.

3. **Returning Company Documents:** I agree that, at the time of leaving the employment of the Company, I will deliver to the Company (and will not keep in my possession, recreate or deliver to anyone else) any and all devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, software, databases, equipment, other documents or property, or reproductions of any aforementioned items developed by me pursuant to my employment with the Company or otherwise belonging to the Company, its successors or assigns.

4. **Notification to New Employer:** If I leave the employment of the Company, I hereby grant consent to the Company to notify my new employer about my rights and obligations hereunder.

5. **Non-Solicitation:** For a period of six (6) months after termination of my employment or cessation of my association with the Company for any reason whatsoever, I shall not, solicit or cause or authorize directly or indirectly to be solicited for employment, or cause or authorize directly or indirectly to be employed on my own behalf or on behalf of any Third Parties, any person who is an employee of the Company. I also agree not to use or disclose to any Third Parties any information obtained by myself while being an employee of the Company concerning the names and addresses of the Company's past and present employees.

6. **Non-Competition**: During 6-month period, immediately following termination of my employment with the Company, unless I receive written authorization from the Company to do so. I will not, directly or indirectly, perform any similar Services for any competing Company including current or former customer and / or prospects of the Company with whom I worked in the past twelve (12) months.

   For the purposes of these non-compete provisions, "Similar Services" means, services which meet all or any of the following criteria(s):

   i. work in the competing business / product (e.g. Digital Business; Security; Customer Experience; Marketing etc.) or sector (e.g. Financial Services) in which I worked for the Company; where the
   ii. nature of work remains the same (e.g. selling ITBS Services; Product Architect) and involves the same end clients or prospects, and is
   iii. performed in the same geography / market where I provided services for the Company.

   The Company reserves the right to unilaterally waive this restriction in full or in part at its discretion; the Employee hereby acknowledges and agrees to the same.

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In case, the Company initiates separation by way of involuntary termination or redundancy, then this non-compete will not apply.

7. **General Provisions Regarding Covenants**
   Extension of Covenants: If I breach any of my obligations of this Annexure, I understand and agree that the time periods of the obligations that I have breached shall be extended by the period of time of such breach.

   Attachment Read, Understood and Fair: I have carefully read and considered the provisions of this Annexure and agree that all of the restrictions set forth are fair and reasonable and are reasonably required for the protection of the interests of the Company and enhancing its goodwill.

8. **Protection of Systems & Environment:** I agree that during the term of my employment or association with the Company, I shall render services, as directed, in an ethical & professional manner and in accordance with the work-related Policies of the Company such as E-mail & Internet Usage Policy, Information Security Policy etc., and their modification from time to time. As a part of my job requirement, I may be required to, or would have access to Company's and Company customer's work and computer environment and, as such undertake not to incorporate into Company's and any customer deliverables, software, computer, network, data or other electronically stored information or computer program or system, any security device, program routine, device, code or instructions (including any code or instructions provided by third parties) or other undisclosed feature, including, without limitation, a time bomb, virus, software lock, drop-dead device, digital rights management tool (including without limitation so-called DRM root kits), malicious logic, worm, Trojan horse, trap door, or other routine, device, code or instructions with similar effect or intent, that may be capable of accessing, modifying, deleting, damaging, disabling, deactivating, interfering with, shutting down, or otherwise harming any software, computer, network, deliverables, data or other electronically stored information, or computer programs or systems,. I understand that any violation or likely violation hereof may expose the Company to enormous losses & damages, including without limitation claims from Company's customers and as such the Company will be entitled to recover all such monies from me.

9. **Remedies:** By virtue of the duties and responsibilities attendant with my engagement by the Company, I understand that great loss and irreparable damage would be suffered by the Company if I should breach any of the terms of this Annexure. I acknowledge that each such term is reasonably necessary to protect and preserve the interests of the Company. Therefore, in addition to all other remedies available to the Company at law or in equity, the Company shall be entitled to, without posting a bond, specific performance, a temporary restraining order and a permanent injunction to prevent a breach or the continuation of a breach of any of the terms of this Agreement.

10. **Representations:** I represent that my performance of all the terms of my employment agreement and this Annexure will not breach any confidentiality agreements prior to my employment by the Company. I have not entered into, and I agree I will not enter into, any oral or written Agreement in conflict with any of the provisions of the undertakings in this Annexure.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth, 96, Nehru Place, New Delhi -110009, India

11. **Integration:** I understand and agree that this Attachment is part of my integrated employment Agreement with the Company, and that the general provisions in the Agreement to which this is an attachment including, without limitation, those provisions concerning reformation and severability, shall be applied when interpreting this Annexure.

Accepted

_____

Dear Dhriti Sharma,

August 8, 2025

We look forward for you being an integral part of this arduous yet fulfilling journey towards excellence and growth and hope our relationship will go a long way!

Disclaimer

You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns. You acknowledge that the Company is not in any way influencing, guiding, suggesting on aspects of taxation or tax saving measures in any form and that the same is individual's decision / personal choice.

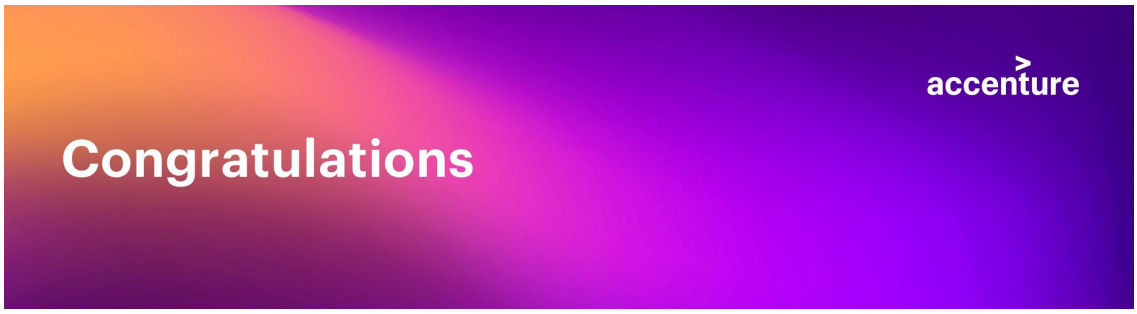
Please note that all components mentioned above may or may not be a part of your compensation structure. HCLTech reserves the right to alter, append or withdraw the benefits extended either in part or in full based on management's discretion.

Signature of Employee:

HCL Technologies Ltd.
Technology Hub, Special Economic Zone
Plot No. 3A, Sector 126, NOIDA– 201304, UP, India
t: +91 0120 6120 25000 f: +91 120 4680330

Corporate Identity Number: L74140DL1991PLC046369
Registered Office:
806 Siddharth, 96, Nehru Place, New Delhi -110009, India

HCL



23 July 2025

C16057276
Saiyam Aggarwal
IP extension, Delhi, Mandawali uche par B-43 , Delhi -92 IP extension Delhi 110092

Dear **Saiyam Aggarwal,**

We are pleased to extend an Offer to join Accenture Solutions Private Limited in our Accenture Operations Delivery Centers in India, as per the terms and conditions of the offer letter and its accompanying annexures:

Management Level - **13**
Sub Level - **3**
Job Title - **Advertising Sales Rep New Associate**
Job Family Group - **Sales as a Service**
Business Deal - **Accenture Intelligent Operations Center**
At this stage we expect you to join us at **Gurugram**

You will be expected to work from the office location tagged to your project/role/client (referred as your Accenture Base Location). Accenture Base Location will be considered for all administrative & operational/official purposes. Exceptions if any/granted, will be interim / temporary, and will be subject to review with HR/business/client. The Company reserves the right to ask you to come to office locations pursuant to our business needs and client requirements. Working remotely is subject to business requirement and your agreeing to terms of the Remote working conditions listed in the attached Declaration. This offer is contingent to the above-mentioned agreement.

ANNEXURE AND TERMS OF EMPLOYMENT DETAILS

Please refer to:

- Annexure 1 for the compensation and benefits details.
- Annexure 2 for documentation to be submitted by you.
- Annexure 3 for Remote Working Conditions - Declaration to be submitted by you.
- Annexure 4 for Declarations to be submitted by you.
- Annexure 5 for the Terms of Employment, Compensation Plan and Car Lease Scheme.

Your employment with the Company will be governed by the attached Terms of Employment. You are required to carefully read and understand these Terms of Employment as a part of accepting this Offer.

Candidate's Signature:{{Sig_es_:signer1:signature}}

Please note that after joining the Company you may be required to undergo further trainings, assessments and verifications and your employment with the Company shall be subject to successful completion of such trainings, verifications and assessments.

As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and/or background or reference checks, which may occur at any time prior to or after the effective start date of your employment. Further, at the time of joining you are required to provide all documentation identified in Annexure 2.

To indicate your acceptance of this offer and employment with Accenture, please submit a copy of this letter and all relevant Annexures with your signature on each page. In addition, please provide all the documentation identified in Annexure 2.

Post accepting this Offer, you are required to submit certain prerequisites / documents (Refer Annexure). The Offer will be contingent upon successful verification of your documents against the Employment Application Form submitted by you. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch/misrepresentation in information shared by you.

On joining you may undergo a training program to acquire the knowledge to enable you to successfully perform to the expectations of the position for which you are being considered for employment. This offer and your employment with the Company are contingent upon you successfully completing the training program as per the satisfaction of the Company. Failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

After acceptance of the offer of employment or any time during the course of your employment with the Company you may be required to undergo drug/alcohol/substance test/and/or any other verifications based on the project you are deployed. This offer and your employment with the Company are contingent upon you completing particular tests/and/or any other verifications as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test/and/or any other verifications, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

At Accenture, the health and well-being of our people, our clients and the community is our top priority. Before onboarding, we encourage you to take both doses of the COVID-19 vaccine.

This offer is contingent upon successful completion of your current degree, awarded in the current academic year. You are required to produce the original pass certificate / mark sheet upon joining the Company but no later than six months of your start date in the Company, failing which, the Company may, in its sole discretion, elect to terminate or suspend your employment immediately.

This offer is contingent on us working together to determine an appropriate start date for your employment. The terms of this letter and this offer are valid for seven (7) days from the date of this letter. If we do not receive acceptance/acknowledgement for all the documents, including Annexures 1 to 5 (as applicable) as a part of the offer in the candidate application portal in (7) days from you or after receiving your acceptance/acknowledgement of this offer if you do not join the Company on a mutually agreed date of joining, or if, we are unable to set an alternative date, the terms of this letter and this offer will be deemed to have been rejected by you, unless otherwise communicated to you by the company in writing. The Company at its sole discretion (including but not limited to unforeseen circumstances like a pandemic or natural calamities) may extend or defer the start date of your joining, for which deferment you will be duly informed. Your joining date and employment with the Company will then start from such deferred/extended date. The start of employment with the Company will be the date on which you have joined the company i.e. onboarding date.

Candidate's Signature:{{Sig_es_:signer1:signature}}

You agree and affirm that the information (personal or otherwise) shared by you at the time of registration and in the application form is accurate, factually correct, and complete and no material information has been withheld by you. Accenture is providing this offer of employment basis preliminary information & documentation provided by you at the registration stage. You understand and acknowledge that this offer & your employment with Accenture shall be subject to further verification of details and materials/ documents provided to Accenture as well as any further verification deemed necessary to finalize your candidature. Accenture may, at its sole discretion, elect to suspend or revoke your offer immediately in case of failure to submit the documents or any mismatch in information shared by you. You may also be during your course of employment required by the company to provide documentation and information from time to time, you shall provide the same within the timelines prescribed by the company. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

Your joining and employment with the Company will be subject to submission of all the above along with the mandatory documents listed in Annexure 2.

If we do not receive your acceptance or if, after receiving your acceptance of this Offer, if you do not join the Company on the mutually agreed date of joining, the terms of this letter and this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. This offer also will be revoked based on the contingencies mentioned in the earlier para of this offer letter.

Saiyam, we look forward to hearing from you regarding your decision to join our team. In the meantime, please do not hesitate to contact Amita kesarwani at amita.kesarwani@accenture.com should you have anything you would like to discuss further.

Yours sincerely,



Lakshmi C
Senior Managing Director - CHRO, Accenture in India

ACKNOWLEDGED AND AGREED

Candidate's signature {{Sig_es_:signer1:signature}}
Saiyam Aggarwal

Date: 23 July 2025

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 1 : COMPENSATION & BENEFITS

TOTAL CASH COMPENSATION ELEMENTS		
	Annual (INR)	
(A) Annual Fixed Compensation*	**INR 350,000/-**	
(B) Variable Bonus earning potential	Min.	Max.
	0%	**40%**
Annual Total earning potential (A+B)	Min.	Max.
	INR 350,000/-	**INR 490,000/-**
(C)#Additional notional Benefits		
Gratuity for each year of service (indicative and assumed value calculated at an approximation of 4.81% of annual basic)	**INR 5,800/-**	
Notional Insurance Premium paid by Company	**INR 13,900/-**	
(D)##Additional Discretionary Reimbursements		
##Annual Internet reimbursement	**INR 12,000/- (capped at INR 1,000/- per month)**	
(E) Optional opportunity to participate in the Employee Share Purchase Plan		
Employee Share Purchase plan–to purchase Accenture plc Class A ordinary shares **at 15% discount on the fair market value**	**INR 5,200/- [discount opportunity with an optional investment of 10% of gross pay and no change in share price]**	

***Total Cash Compensation Elements**

Annual Fixed Compensation**
*Annual Fixed Compensation includes allowances, any shift premiums for working in non-standard hours where applicable, for example, night shift premium, and statutory benefits and will be structured in accordance with the Company's compensation guidelines and Allsec Payroll FAQs.**It includes employer's contribution to Provident Fund, as applicable. Please refer to 'Compensation Plan Guidelines' document and Allsec Payroll FAQs which elaborates the guidelines applicable to structure your Fixed Compensation.

Note: For International Worker Only*

As per Indian Provident Fund (PF) regulations, membership to the Provident Fund is mandatory for all International Workers. Exemptions if any, shall be as per the existing law. Appropriate employee's contribution to PF will be deducted and submitted to

Candidate's Signature:{{Sig_es_:signer1:signature}}

the regulators by the Company as per applicable laws/regulation in existence (or amendments from time to time). Withdrawal (if any) from Provident Fund is regulated by the Government of India and is subject to government approvals and prevailing laws (amended from time to time). Any person desirous of such withdrawal need to comply with applicable law and procedures laid down by the authorities.
*As defined by applicable law from time to time.

VARIABLE BONUS

As part of the Variable Bonus program, you will be eligible to earn Sales Incentives (SIP) in addition to your annual fixed compensation. Your indicative pay-out can range from **0%** to **40%** of the prorated fixed pay in the Fiscal Year, subject to the overall terms and conditions on the SIP, which includes your individual performance against the target sales objectives as per project requirements. The Company may, at any time and in its sole and absolute discretion, amend, suspend, withdraw vary and/or modify any of the terms and conditions of the SIP. Sales Incentive will be paid to eligible employees being on the rolls of the company on the date of disbursement of these payouts and will be prorated based on their tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

Sales incentive will be paid to eligible employees, provided they are active on the last working day of the performance month being measured and will be prorated based on their tenure in Accenture India and considering the period of leave without pay during the said fiscal year.

JOINING BONUS

You would receive a discretionary joining bonus of **INR 30,000/-** in addition to the Annual Fixed Pay, subject to your joining the Company on or before the date of joining confirmed to you by the recruiter. The joining bonus is a one-time payment that will be paid with the **1st month's** salary. In the unlikely event of you choosing to leave the Company, or your services being terminated, before the completion of **18 Months** of employment with the Company, the full amount of joining bonus (irrespective of any taxes deducted at source) shall become payable by you and shall be repaid on termination of your employment/separation from the Company.

To be able to receive any joining bonus amount, you shall need to be on the payroll of the Company and in good standing (i.e., not serving a notice, not under a disciplinary proceeding or being reviewed for performance improvement)

You authorize the Company to set off the recoverable joining bonus amount either in full or part and as mentioned in clause above due from you, against any amounts, salaries, allowance, or any other pecuniary benefit which is due and payable to you by the Company. However, if the Joining Bonus amount to be recovered exceeds the amount due and payable by the Company to you at the time of your exit, you agree to pay the remaining balance of the Joining Bonus amount (or the full joining bonus amount, as the case may be) within the notified timelines provided by the Company. In the event, you fail to repay the balance or full amount of the Joining Bonus, as the case may be, pursuant to the time frames set forth above and it is necessary to take legal action against you to collect such amount, you agree to reimburse the Company for all costs incurred by the Company to collect such amounts, including attorney's fees and court costs. The Company may in justifiable circumstances of medical illness, demise or any other reasonable conditions; and on its discretion waive a recovery.

Please note:
• Joining bonus amount, so paid to you, shall be considered as taxable income for all purposes. Applicable taxes will be deducted via payroll at the time of payment of joining bonus to you

BENEFITS APPLICABLE FOR CURRENT COMPANY FINANCIAL YEAR

In addition to your annual total cash compensation, you will be eligible for following benefits, which will be governed by Company policy:

Candidate's Signature:{{Sig_es_:signer1:signature}}

Insurance policy	**Coverage for**	**Coverage amount**	**Premium paid by**
Medical	Self, Spouse/partner (if you identify yourself as lesbian, gay, bisexual and transgender) & 4 Dependent children	**INR 5,00,000/-** per annum	Company
Personal Accident	Self	Up to 3 times of annual fixed compensation	Company
Life	Self	Equivalent to two times of your annual fixed compensation with minimum cover of **INR 7,50,000/-**	Company
Future Service Liability	Self	Up to **INR 20,00,000/-**	Company
Employee Deposit Linked Insurance (EDLI)	Self	**INR 705,000/-** (If you contribute towards Employee Provident Fund)	Company

1. a. Accenture offers a comprehensive medical insurance plan that covers you, your spouse/partner, and up to 4 dependent children with a Sum Insured of INR 5,00,000 per annum. Accenture pays the premium for this coverage, and you need to enroll your dependents through our third-party portal within 30 days of your joining. This plan allows for coverage of pre-existing ailments. This is as per the current arrangement with our Insurer and is subject to review from time to time.

b. You have the option of availing Accenture negotiated rates to cover your parents, parents-in-law and siblings under our optional policy. The entire premium for this will have to be borne by you. These plans allow for coverage of pre-existing ailments. This is as per current arrangement with our Insurer and is subject to review from time to time.

c. For Permissible claims under the Medical Insurance plans detailed above, you will be required to contribute a defined percentage of each claim, as under:
• 10% of such claims for self, spouse /partner and up to 4 dependent children.
• 20% of such claims for parents, parent's in-law and siblings under the separate Insurance plan.
Please note that all insurance benefits whether (Base or optional) will have a co-payment provision subject to the terms of the insurer

2.You are by default enrolled in Accenture's Group Personal Accident coverage for self from the date of joining, up to three times your annual fixed compensation.

a. You have the option of availing Supplemental Accident cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

3. You are by default enrolled in Accenture's Group Life Insurance coverage from the date of joining equivalent to two time of your annual fixed compensation with minimum cover of INR 7,50,000/-

a. You have the option of availing Supplemental Life cover at Accenture negotiated rates for yourself and/or your spouse. The entire premium for this will have to be borne by you.

Candidate's Signature:{{Sig_es_:signer1:signature}}

4. #(C) Gratuity amount shown in the cash component elements is an indicative approximation of your annual eligibility, and the final pay out of any gratuity amount will be determined in accordance with the applicable provisions of the Payment of Gratuity Act, 1972, its amendment or prevailing legislation at that point of time and subject to eligibility and Company procedure and process at the time of your exit from the Company.

#(C) Notional Insurance Premium is an approximation based on individual factors which may include age, level and fixed pay depending on the insurance. Please note that there could hence be a slight difference in the actual premium amount borne by Accenture for your insurance coverage. The premium amount is directly paid by Accenture to the Insurance companies tied up with and will not be paid to you individually. Applicable only for current Insurance Policy period (April – March) and can be withdrawn at any time at company's discretion

##(D) Reimbursements would be approved as per the policies' terms & conditions. Kindly refer to those before initiating a purchase. The reimbursement amounts are subject to company policy and discretion and maybe updated/reviewed/withdrawn at any time basis company discretion.

5. You will also be eligible for the Employee Stock Purchase Plan, which will provide a 15% Discounted Rate on ACN Stock traded on NYSE.

• Employee Stock Purchase Plan (ESPP): The Employee Share Purchase Plan gives the employee an opportunity to purchase Class A common shares in Accenture Limited at a discount through payroll contributions. By participating in this plan, an employee can develop his / her ownership in Accenture and increase his/ her stake in Accenture's success.

B. Other Benefits:

6.You can avail reimbursements for annual Preventive Health Check for up to INR 5,000 per policy year (April 1 to March 31) for self, spouse/partner, and up to 4 dependent children, over and above your base medical insurance cover.

7. Leaves: You are eligible for various leaves, including Parental (Maternal, Surrogacy, Adoption & Secondary Caregiver), Bereavement.
Additionally, you can avail Earned Leave, Sick & Wellness Leave, and Casual Leave. This specific entitlements and policies for these leaves may vary based on your Accenture office base location and applicable state requirements.
You are entitled to 10 public holidays—eight fixed and two floating holidays in a calendar year (except in Kerala).

8. Hours that Help (HTH): We offer the HTH program, enabling eligible employees to donate earned leaves, to support colleagues during medical emergencies.

9.Accenture provides you with access to the Employee Assistance Program (EAP) at no cost. EAP helps you and your immediate family members deal with work-life stressors, family issues, financial concerns and relationship problems. EAP services cover up to 5 in-person visits, short-term counseling, confidential access to assessments, referrals and follow-up service.

10. We also offer access to financial wellness programs that provide valuable resources, tools, and expert advice to help you make informed financial decisions. Whether it's budgeting, saving for retirement, or managing debt, we aim to empower you with the knowledge and skills needed to achieve your financial goals.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the above benefits & guidelines.

STATUTORY BONUS

Candidate's Signature:{{Sig_es_:signer1:signature}}

If you are currently eligible to receive Statutory Bonus, such amounts will be calculated on an annual figure and paid (as per prevailing law) to you on a monthly basis every year. Please note that your variable pay/variable bonus is inclusive of the Statutory Bonus amounts if payable to you. Such Statutory bonus will be accordingly adjusted against variable pay. Excess variable pay, if any, post adjustment of Statutory Bonus will be paid as per Company evaluation process applicable to your management level as per company payroll cycle.

The Company may, at any time and in its sole and absolute discretion, amend, suspend, vary and modify any of the terms and conditions of the Medical Insurance, Personal Accident Insurance and Relocation Assistance programme guidelines.

GST CLAUSE

Following the implementation to the GST regulations with effect from July 1st 2017, please note the treatment to any continuing obligations that you have, pursuant to any signing/joining/relocation/retention bonus as per the terms of your employment, will be as under:

Any signing, joining, relocation or retention bonus received by you will be paid along with salary of the relevant or succeeding pay month. This amount is recoverable as per your employment terms, if your service commitment with Accenture change. Any such recovery or adjustment shall be made from your salary pertaining to the service month before your last working day in the Company. Any shortfalls will be adjusted against any further amounts due and payable to you.

GENERAL TAX

All compensation will be paid to you after deduction of tax at source, in accordance with applicable law. You will be solely liable for your personal tax liabilities, as per applicable law, both in India and abroad.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 2 : REQUIRED DOCUMENTATION

1. Two passport size copies of your recent photographs (mandatory to be submitted on day 1)
2. PAN card copy (mandatory to be submitted on day 1)
3. Copy of highest education certificates
4. Copy of any mark sheets (Last semester mandatory)
5. Documents in support of your age (10th/12th Marksheet/ Passport Copy etc.)
6. Relieving letters from previous employer
7. Document/s containing start date and end date of the last two employers
8. Passport copy , if available (if not please apply immediately)
9. UAN Number and PF Statement for your last two employments before Accenture
10. Form 16 and Form 26AS from any period of your tenure with the last two employments before Accenture.
11. If you are ESIC Eligible as per your Compensation Plan (copy of ESIC card or Form 1 Declaration).
12. Copy of Aadhaar Card - We request you to provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC, labor welfare fund and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and which are bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications. Do note that the provision of Aadhar details and seeding Aadhar with UAN as well as completing KYC requirements of EPFO is necessary and if you are unable to do so this may delay submission of your PF contributions to the regulators.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 3 : REMOTE WORKING CONDITIONS - DECLARATION

NOTE:
You will be expected to work from the office at a frequency determined by your project / role and you are expected to reside at your assigned / tagged location [referred as your Accenture Base Location]
• Your remote working is subject to strict compliance to the conditions mentioned below. In case of non-adherence, you will have to work from the office at your Accenture base location

While working remotely:

• I understand and agree that I will continue to be governed by all clauses and obligations as set out in my Offer Letter, Terms of Employment & Accenture policies, as amended from time to time
• I agree and accept that I will adhere to Accenture and client specific requirements around confidentiality and intellectual property
• I agree that I will use a secure and private workspace to meet the confidentiality requirements of my role
• I agree and undertake to follow the work timings defined by my organization
• I understand that it is my responsibility to ensure that power and internet connectivity access is available to perform my role
• I understand and confirm that I will be responsible for safety and security of the company assets assigned to me
• I understand and agree that I will be responsible for my well-being, health and safety while working remotely

I agree and acknowledge that my Terms of Employment, regulatory compliances, and any disputes connected thereto would be governed by jurisdiction of my Accenture Base Location.

Candidate's Signature:{{Sig_es_:signer1:signature}}

ANNEXURE 4 : DECLARATION

I hereby represent and warrant that as of my effective start date of employment with Accenture, I will have: (a) terminated my employment with any current/previous employer and any other employment or contractor relationships; and (b) satisfactorily performed and completed all my obligations which apply/applied to me vis-a-vis any current/previous employer and any other employment or contractor relationships.

I hereby represent and warrant that I have not, during the course of any current/previous employer and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict, or be inconsistent with my acceptance of the offer made by Accenture or employment with Accenture, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into Accenture premises (or use in any manner) any third party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to Accenture, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third party documents or materials to Accenture. I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from Accenture. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle Accenture to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED

_____

Saiyam Aggarwal

Date: 23 July 2025

Disclaimer
“This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of Accenture and its affiliates and may contain copyright material or intellectual property of Accenture and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or Accenture immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of Accenture and its affiliates. Accenture does not guarantee the integrity of the Communication, or that it is free from errors, viruses or interference.”

Candidate's Signature:{{Sig_es_:signer1:signature}}