12. Status of Placement

(iv) Total Number of students placed in the year:

Batch 2023-26	BBA	B.Com. (H)
Total No. of Students	**113**	**108**
No. of Students Placed	63	59
No. of Students Admitted for Higher Studies	11	10
No. of Students Preparing for Higher Studies (CAT/MAT) etc.	20	22
No. of students seeking for Family Business/Entrepreneurship	15	13
No. of students preparing for Civil Services	4 (They are preparing for Higher studies as well (CAT)	4

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

Number of placement of outgoing students during the year

Sr no.	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointmen
1	2023-26	Manav Pundhir 9289144427	BBA	Hyundai,customercare@hmil.net, WhatsApp at 8447228019	7.8 LPA
2	2023-26	Dhruv Goyal 9654987290	BBA	King Global Infra Developers Pvt ltd,Sector 85, Faridabad, Haryana 121007	6.60 LPA
3	2023-26	PIYUSH 9650331508	BBA	King Global Infra Developers Pvt ltd,Sector 85, Faridabad, Haryana 121007	6.60 LPA
4	2023-26	MAINAK DAS 8595579128	BBA	King Global Infra Developers Pvt ltd,Sector 85, Faridabad, Haryana 121007	6.60 LPA
5	2023-26	Pranshul Arya 8860428309	BBA	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA
6	2023-26	BHUPISHA JAIN 8287545181	BBA	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA
7	2023-26	VIPUL BHATT 7011593399	BBA	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA
8	2023-26	Sankalp Chhabra 9560467968	BBA	ICICI BANK- Aspire Program,icicicareers@icici.bank.in, call +91-22-7187 2500	5 LPA
9	2023-26	Gopit Maheshwari, 9582341870	BBA	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
10	2023-26	SRISHTI SHARMA 9910189256	BBA	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

11	2023-26	BHAVIKA JAIN 8800929080	BBA	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
12	2023-26	RUPESH 9306823943	BBA	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
13	2023-26	Kanika Rawat , 9354582091	BBA	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
14	2023-26	PRANAV GARG 8527175357	BBA	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
15	2023-26	ISHITA GOEL 9810018209	BBA	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
16	2023-26	Harshita Batra , 9958827184	BBA	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
17	2023-26	KRITINEYA GAUR 8076033357	BBA	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
18	2023-26	DEVANSH SHARMA 9643873994	BBA	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
19	2023-26	ARJUN SEHMI 9560467738	BBA	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
20	2023-26	Harshita Batra 9958827184	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
21	2023-26	KASHISH DHINGRA 9818077492	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
22	2023-26	SARTHAK BISHT 9289720726	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
23	2023-26	HIYA LUTHRA 9811577175	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
24	2023-26	RACHIT JAMES 9811100018	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

25	2023-26	PAWAN SINGH 9811317130	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
26	2023-26	VANSHIKA GERA 9899093398	BBA	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
27	2023-26	Kush Bijlani , 9654177484	BBA	Xpressviews,info@thexpressviews.com	2.76 LPA
28	2023-26	RAHUL GULATI 9654593588	BBA	Xpressviews,info@thexpressviews.com	2.76 LPA
29	2023-26	RHYTHM MEHTA 8929309010	BBA	Xpressviews,info@thexpressviews.com	2.76 LPA
30	2023-26	LAKSHAY KOHLI 7042016619	BBA	Xpressviews,info@thexpressviews.com	2.76 LPA
31	2023-26	Naman Seth 9319441647	BBA	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
32	2023-26	SHUBHAM SHARMA 8882868146	BBA	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
33	2023-26	ANSHPREET CHHABRA 8595017456	BBA	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
34	2023-26	Naman Seth 9319441647	BBA	Wipro Limited,Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035, India.	3.08 LPA plus Incentives
35	2023-26	Aditi Bhardwaj 9810396057	BBA	Wipro Limited,Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035, India.	3.08 LPA plus Incentives
36	2023-26	Anmol Choudhary , 9541376624	BBA	AON, http://www.aon.com, Gurgaon	3.63 LPA (Fixed)
37	2023-26	Suyash Dhingra , 8800353599	BBA	AON, http://www.aon.com, Gurgaon	3.63 LPA (Fixed)
38	2023-26	Juhi Mishra , 9312225424	BBA	AON, http://www.aon.com, Gurgaon	3.63 LPA (Fixed)
39	2023-26	Chetna Singh,9205654402	BBA	RNA Enterprises, NOIDA Gautam Buddha Nagar UP IN 201301.	2.5 LPA

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

40	2023-26	Disha Tuteja, 8527596355	BBA	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
41	2023-26	DIVYAM SHARMA 8368337840	BBA	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
42	2023-26	KHUSHI SWARUP AGGARWAL 7840000945	BBA	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
43	2023-26	YOGESH SINGH CHAUHAN 8882031673	BBA	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
44	2023-26	Rupesh , 9306823943	BBA	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
45	2023-26	NOMISH KUMAR 8076822755	BBA	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
46	2023-26	GEETIKA NEGI 8851717136	BBA	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
47	2023-26	SIMRAN KAUR 7505233996	BBA	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
48	2023-26	AKDAS ALI 9654693230	BBA	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
49	2023-26	RITIKA 8826912445	BBA	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
50	2023-26	Kartik Gupta , 8475010822	BBA	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
51	2023-26	SUYASH GARG 9717925975	BBA	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
52	2023-26	Rupesh , 9306823943	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

53	2023-26	NOMISH KUMAR 8076822755	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
54	2023-26	GEETIKA NEGI 8851717136	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
55	2023-26	Pranshul Arya 8860428309	BBA	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
56	2023-26	BHUPISHA JAIN 8287545181	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
57	2023-26	SIDDHARTH KUNWAR 9810798201	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
58	2023-26	Disha Tuteja, 8527596355	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
59	2023-26	DIVYAM SHARMA 8368337840	BBA	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
60	2023-26	SRISHTI SHARMA 9910189256	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
61	2023-26	BHAVIKA JAIN 8800929080	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
62	2023-26	RUPESH 9306823943	BBA	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
63	2023-26	AANYA ARORA 9810017611	BBA	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
64	2023-26	Devangi Gandhi ,7701994245	B.Com(H)	Habits 365 Greek,Habits365Greek.com	8 LPA

65	2023-26	Ronak Jain,8375093304	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
66	2023-26	TANISHA GUPTA 9717124005	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
67	2023-26	PRANAV PHARLIA 9910183421	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
68	2023-26	AYUSHI CHAUDHARY 9311368061	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
69	2023-26	ARCHANA BHALLA 9654430551	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
70	2023-26	PUNEET MANCHANDA 9310922203	B.Com(H)	SSSI,91 742 867 2376 or email at contact@sssi.in	4 - 5 LPA
71	2023-26	Garvit Kohli,9580964882	B.Com(H)	ICICI BANK- Aspire Program,icicicareers@icici.bank.in, call +91-22-7187 2500	5 LPA
72	2023-26	Garvit Kohli,9580964882	B.Com(H)	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
73	2023-26	AISHWARYA GOEL 859543166	B.Com(H)	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
74	2023-26	KARTIK SHARMA 9654544440	B.Com(H)	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
75	2023-26	SATYAM JHA 7303990968	B.Com(H)	Hireyy,91 7440-947-290 or help@hireyy.com	5- 6 LPA
76	2023-26	Laksh Kapoor,8447556708	B.Com(H)	Wipro Limited,Wipro Limited, Doddakannelli, Sarjapur Road, Bengaluru - 560 035, India.	3.08 LPA plus Incentives
77	2023-26	Bhoomika Bisht, 9625025549	B.Com(H)	KLM TECHNOLOGY & SERVICES Khasra NO-117, Omioe no-03, VIllage Mamura, Gautambuddh Nagar, Utar Pradesh-201301 GST No: 09AWMPT84S1C172 Contact us on: 9958980836, 9710217809 email: klmtechnologyandservices @gmail.com	3.0 Lpa

78	2023-26	INDRANI BAIDYA 9718632561	B.Com(H)	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
79	2023-26	TARINI NAGPAUL 7982818946	B.Com(H)	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
80	2023-26	RIDHIMA THAKUR 9871529949	B.Com(H)	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
81	2023-26	KRRISH KUMAR GUPTA 8076599255	B.Com(H)	Campus Group Educatio n (India) Private Limited - 91 124 436 2020; Email: india@campusgrou p.com.au	3.30 LPA
82	2023-26	Jayate Suji, 7011660421	B.Com(H)	Rajindra Power Saving Solutians Consulting Electrical Engineers & Govt. Approved Licensed Contractors	4.8 LPA
83	2023-26	NAINA GUPTA 8750113122	B.Com(H)	King Global Infra Developers Pvt ltd,Sector 85, Faridabad, Haryana 121007	6.60 LPA
84	2023-26	TISHA RANA 9289876752	B.Com(H)	King Global Infra Developers Pvt ltd,Sector 85, Faridabad, Haryana 121007	6.60 LPA
85	2023-26	ASMANJOT SINGH 9625447023	B.Com(H)	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA
86	2023-26	NANDINI JAIN 9958994075	B.Com(H)	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA
87	2023-26	VIDHI NAGPAL 9599306950	B.Com(H)	Global Electro metelec Industries Pvt. Ltd.,Bh-0929 Puri 81, High Street Sector 81, Faridabad,	6 LPA

88	2023-26	MANISHA CHAURASIA 9582832639	B.Com(H)	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
89	2023-26	PRITY JANA 9871972747	B.Com(H)	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
90	2023-26	SAMARTH SHARMA 7011005313	B.Com(H)	PROEFFICO,Office B-23, Sector 67, Noida , 201301	4.20 LPA
91	2023-26	AKSHAY KUMAR 8368806803	B.Com(H)	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
92	2023-26	VANYYA MEHTA 9821556607	B.Com(H)	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
93	2023-26	ASHISH PRADHAN 9717272648	B.Com(H)	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
94	2023-26	ARNESH MATHUR 9810466478	B.Com(H)	InteliGenes technologies,+91-8826571407 and +91-9871580777	3.6 LPA
95	2023-26	YASHVARDHAN SINGH BISHT 9897790934	B.Com(H)	Xpressviews,info@thexpressviews.com	2.76 LPA
96	2023-26	RIYA SINGH 9315632624	B.Com(H)	Xpressviews,info@thexpressviews.com	2.76 LPA
97	2023-26	ASHISH PANWAR 7303066560	B.Com(H)	Xpressviews,info@thexpressviews.com	2.76 LPA
98	2023-26	HRIDAY KHANCHANDANI	B.Com(H)	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
99	2023-26	DIMPLE SEJWAL 8447758934	B.Com(H)	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
100	2023-26	AKANKSHA SRIVASTAVA 9319887244	B.Com(H)	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
101	2023-26	PRIYANSHU AHUJA 9211427427	B.Com(H)	Citiskape Sports Pvt. Ltd.,Shop No. 108, G/F, ABC Complex, Near LIC Office, East Delhi, Delhi 110092	2.5 LPA
102	2023-26	MANVI ARORA 9999997980	B.Com(H)	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
103	2023-26	KAVYANSHI MALHOTRA 9717304770	B.Com(H)	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

104	2023-26	ISHAAN KHATREJA 9667263336	B.Com(H)	ENCIS,4th Floor, Janki House, Plot No-33, Sector-12 A, Dwarka, New Delhi-110075	3.0 LPA
105	2023-26	SAMEER TIWARI 9311347788	B.Com(H)	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
106	2023-26	VEDANTH AGARWAL 9599201905	B.Com(H)	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
107	2023-26	VIDIT BAKSHI 9621975528	B.Com(H)	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
108	2023-26	ARON KALIA 9910509239	B.Com(H)	Leverage Edu, Plot No 1/C, 3rd Floor, Raipur Khadar, Sector 126, Gautam Buddha Nagar, Noida - 201313	1.8 LPA
109	2023-26	SACHIN RAWAT 9999293933	B.Com(H)	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
110	2023-26	MRIDUL GARG 9871942076	B.Com(H)	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
111	2023-26	LAKSHYA JAIN 8468926599	B.Com(H)	Globel Alloys, B-21 ROLAND TOWERMALL ROAD KANPUR , UP, India - 208001.	4.2 LPA
112	2023-26	DEVANG GARG 9667064806	B.Com(H)	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
113	2023-26	DEEPAK PANDIT 8851868307	B.Com(H)	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
114	2023-26	SANSKAR GOEL 8851728528	B.Com(H)	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
115	2023-26	ARNAV VERMA 9871177865	B.Com(H)	Growedge, Growedge Management Consulting 533, Uttar Pradesh 250110 Ph: 098·974-33718	5.4 LPA
116	2023-26	LAKSHYA JAIN 8468926599	B.Com(H)	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks

Jagannath International Management School

MOR, Pocket-105, Kalkaji, New Delhi-110019
(Affiliated to Guru Gobind Singh Indraprastha University and Approved under Section 2(f) of UGC Act 1956)
Accredited by National Assessment and Accreditation Council (NAAC)

117	2023-26	DEVANG GARG 9667064806	B.Com(H)	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
118	2023-26	DEEPAK PANDIT 8851868307	B.Com(H)	Retail Advising Services Pvt. Ltd -.+91 114052500-Email : info@imagesgroup.in	3.0 LPA +perks
119	2023-26	VIDIT BAKSHI 9621975528	B.Com(H)	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
120	2023-26	VEDANTH AGARWAL 9599201905	B.Com(H)	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
121	2023-26	SAMEER TIWARI 9311347788	B.Com(H)	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA
122	2023-26	DIMPLE SEJWAL 8447758934	B.Com(H)	Corizo Edutech-+91 9980537840-amisha@corizo.co.in	6.50 LPA

OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Maham khan

Dear Maham,

On behalf of Amazon Development Centre (India) Private Limited, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment for the position **GSS - Non-Tech Sourcer** attached to our Uttar Pradesh office, as further detailed hereunder.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept this fixed-term employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before 5 business days.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on 15/06/2026, or such later date as may be agreed upon and communicated by Amazon India in writing ("Joining Date") and shall end as per the provisions contained in Section 15 herein below. In case you fail to join your employment with Amazon India on the Joining Date, this Offer cum Appointment Letter will stand rescinded and your employment will not take effect at all.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

3. Duties

3.1. You will be employed in the position of **GSS - Non-Tech Sourcer**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

3.2. You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.

3.3. You acknowledge that during the course of your fixed-term employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.

3.4. Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

4. Hours of Work

The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.

5. Place of Work

Unless considered necessary by Amazon India, you shall work from your home location in VCCUP1IN - ADCI - Uttar Pradesh (Uttar Pradesh, IND-UP) or such other home address as Amazon India may approve from time to time ("Home Location") and shall match the residential address as updated by you on Amazon India systems. Amazon India's approval is necessary to ensure that the data and information security requirements applicable to your employment are being complied with at all times. The provisions of the Virtual Working Policy will be applicable while you will be working from such an approved Home Location. You may be required to travel

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

and / or work at other locations, including Amazon India office premises / Amazon India directed office premises of a customer or client or at an affiliate's facilities based on business requirements. You can change your Home Location, however, in such a case you would also be required to inform Amazon India whenever there is a change in the address aforementioned and Amazon India reserves the right to either accept or reject such a change to ensure that data and information security requirements are being complied with and to this effect, Amazon India may require you to demonstrate your compliance with such requirements, the Virtual Working Policy or any other stipulations hereunder. It is clarified that while you can choose to work from the Home Location identified by you, Amazon India and/ or its affiliates shall not have any right or control over your Home Location, however, subject to prior intimation, Amazon India can conduct audit and/ or inspection of your Home Location or the usage thereof for the purposes of your employment, to ensure that such Home Location or its usage is in compliance with the applicable Amazon India policy requirements and standards, to the extent applicable thereto. Amazon India and/ or its affiliates shall also not ;supply or receive or be deemed to supply and/ or receive any goods and/ or service from or at your Home Location. Your employment with Amazon India shall be linked to Amazon India's office located at Building No.3 – 03th, 04th, 05th, 06th, 7th and 8th Floor Candor TechSpace, Plot No.02, Block-B, Sector-62, Dist. Gautama Budh Nagar, Noida, Uttar Pradesh – 201309 for administrative and reporting purposes and shall be subject to your adherence with the provisions of Virtual Working Policy.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

6. Remuneration

6.1. Your Annual Base Pay will be Rs. 681,000.00 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.

6.2. Your Base Pay is inclusive of both, the employer's and employee's provident fund contributions.

6.3. Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over- payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/ Amazon India's Policies or your failure to return Amazon India's property.

6.4. You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

7. Contribution to Employees' Provident Fund

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

Amazon India will contribute to the Employees' Provident Fund (EPF) as when required under the applicable law and as further described in Amazon India's Policies and Procedures, as amended from time to time.

The applicable law requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

You acknowledge and provide your consent to Amazon India to use your aadhaar/e-aadhaar or passport (as the case may be) during the tenure of your employment with Amazon India for the purpose of any other requirement under a Government scheme or benefit that may mandate production of such documents as per the applicable law(s) and/or for Amazon India's compliance with its obligations under applicable law(s).

8. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

9. Confidential Information and Confidentiality Obligations

9.1. "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

9.1.1. the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services, clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;

9.1.2. computer code (including source code and object code) or software developed, modified, or used by the Company;

9.1.3. data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;

9.1.4. algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

operating costs, or increasing system reliability;

9.1.5. the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;

9.1.6. pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;

9.1.7. information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;

9.1.8. any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;

9.1.9. the following information which shall hereinafter be referred to as the “Disclosure Information”:

9.1.9.1. any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;

9.1.9.2. any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;

9.1.9.3. information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

9.1.9.4. any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

information could reasonably be expected to prove useful or valuable to the Company;

9.1.10. any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;

9.1.11. any information received by the Company from third parties, whether or not under obligation of confidentiality;

9.1.12. any information derived from any of the above, including any intellectual property rights attached thereto; and

9.1.13. any copies of the above mentioned information.

9.2. Confidentiality Obligations:

9.2.1. You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

9.2.2. During the course of your employment with the Company and at the date of termination thereof (hereinafter the “Date of Termination”), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

9.2.3. Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

10. Intellectual Property Rights

10.1. All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/ or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

10.1.1. all patents, copyrights, trade secrets, trade/ commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

10.1.2. all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;

10.1.3. all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;

10.1.4. all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and

10.1.5. all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2. During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

power coupled with an interest.

10.3. For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

10.4. Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

10.5. No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

11. Non-Solicitation

11.1. During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

11.2. During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

12. Employee Data Protection

12.1. You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

12.2. You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

13. Provision of Equipment and Amazon's liability

13.1. Upon your execution of this Offer cum Appointment Letter, but prior to the date of commencement of your employment with Amazon India, Amazon India may provide you with certain equipment for official purposes only.

13.2. The said equipment shall be subject to the terms stipulated in this Offer cum Appointment Letter and the Virtual Working Policy, as well as all other Amazon polices that may be made applicable to you from time to time. Amazon India reserves the right to replace the equipment and take back old equipment as and when the need for the same arises.

13.3. You expressly agree that neither Amazon India, nor its officers or employees shall be responsible or liable for any loss, damage, injury or death caused to you, any member of your household / Home Location, or any third party whosoever, either directly or indirectly arising out of, or caused due to, any of the equipment provided to you by Amazon India or used by you during the course of your employment. You hereby waive any and all claims, including claim for damages, against Amazon India, its officers and/ or its employees relating to any injury / loss of life or mental agony arising out of any such incident. Even where you have been advised that such claims or right to make such claims exists against Amazon India, its officers and/or its employees, you hereby waive any and all such claims as well as the right to make such claims. You further agree that all claims of whatsoever nature in respect of the aforementioned loss, damage, injury and/ or death shall be as against the manufacturer / vendor of the equipment only.

14. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking.

15. Termination of Employment

15.1. Your employment with Amazon India shall automatically end on 15/12/2026 unless terminated earlier as per the provisions of this Section.

15.2. Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party, provided a notice given in the last month of the tenure of employment will be deemed to have been provided for a shorter period such that it expires on the Cessation Date mentioned above, and not any period beyond such date. This means that if any termination is contemplated in the last month of the duration of your

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

employment, the termination notice or the salary in lieu may be duly provided for a shorter period expiring on the Cessation Date, and cannot outlive the Cessation Date.

15.3. Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

15.3.1. have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;

15.3.2. have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;

15.3.3. have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;

15.3.4. have suppressed any information or submitted false information with the view to obtain employment in Amazon India;

15.3.5. are convicted for any offence under any law for the time being in force in any jurisdiction;

15.3.6. commit any act detrimental to the interest of Amazon India;

15.3.7. abstain from work for seven consecutive days without informing Amazon India; and/ or

15.3.8. have changed your Home Location mentioned in Section 4 above without prior approval from Amazon India.

15.3.9. and/or fail to report to Amazon India to commence your employment on the Date of Commencement mentioned in Clause 1 hereinabove.

15.3.10. are in breach of any of the terms contained in the Confidentiality, Non-competition and Invention Assignment Agreement.

15.4. On the expiry or sooner termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post- termination obligations, including return of Amazon India's property/ properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

forthwith upon being notified by Amazon.

16. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

17. New Hire Background Investigation

17.1. It is Amazon India's policy to investigate all its new hires. Your fixed-term employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

17.2. You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

17.3. In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

18. Foreign Nationals

18.1. In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit /authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.

18.2. You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.

18.3. It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

19. Representations and Warranties

You hereby represent and warrant to the Company that:

19.1. the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

19.2. you shall not, during the course of your employment with the Company, use or disclose any document/ s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;

19.3. you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);

19.4. during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and

19.5. there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

19.6. You are aware that your employment is only for a limited, fixed duration and that you will not have the right, nor will you make a claim, to be inducted as permanent employee with Amazon India.

19.7. You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19.8. You will abide by the terms and conditions contained in the Virtual Working Policy and Amazon's Owner's Manual during your employment with Amazon India.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider to your Home Location or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India’s Policies and Procedures may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 8, 9, 11, 14, 20, 21, 22, 24, 25, 26 and this Section 29 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.

You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.



Rajesh Purath - Manager HR Specialist

Date: 07/06/2026

for and on behalf of the Company

By

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.

Disclaimer: All Dates within this document shall adhere to the format [DD/MM/YYYY], unless the month is spelled- out. This format specifies that the Day [DD] comes before the Month [MM], followed by the Year [YYYY].

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

We want to clarify that Amazon's offer letters are hosted on Employee Document portal and not sent as email attachments or through any other communication channel. If you have received an offer letter as an attachment, we recommend you to utilize the QR code provided here to access Employee Document portal and verify authenticity. This step ensures the genuineness of your offer and helps protect you from potential fraud.	

Acknowledged by Maham khan (mahamkhann05@gmail.com) at 2026-06-07T17:34:25 UTC.

HYUNDAI

OFFER LETTER

Date: 01.01.2026

To,
Mr. Manav Pundhir,
S/o Vivke Pundhir

We are pleased to offer you placement within our organization on the following terms and conditions:

Designation	**Finance Executive**
Department	**Finance & Accounting**
Reporting to	**C.F.O**
Location	**Ludhiana**
Date of Joining	**On or Before January 7th, 2026**
Probation Period	**3 Months**
Notice Period	**30 days of notice period or 30 days salary lieu off**
CTC Package	**You will be entitled to a CTC Annual Pay of INR 7,80,000/- (Seven Lakh Eight Thousand Rupees Only) comprising the following: Basic, HRA Executive Allowance and other variable components as per Annexure-I.**
Address	**82, Chhuria Mohalla, Near Harswaroop Aata Chakki, Madanpur Khadar, Sarita Vihar, South Delhi-117006**

This is an offer agreement subjected to your joining and successful completion of the Company's training program.

Further, this offer letter of employment is subject to the company obtaining satisfactory responses to reference checks. Basis on confirmation and consent from your end, the company shall also conduct your background verification to confirm the details of your criminal records (if any), education, past employment and address; as provided by you at the time of accepting this offer. This offer of employment is subject to you being found medically fit.

Your offer letter of employment for the above-mentioned position is contingent upon the accuracy and truthfulness of the information and documents you have provided, as well as your assurance of honesty and loyalty. This offer may be revoked at any time if it is discovered that the information you provided is false or misleading.

Please confirm your acceptance by responding to this email or sending in a scanned copy duly signed (full signatures along with date on each page) on or before January 7th, 2026. Kindly refer to "Annexure A" for the required mandatory documents to be submitted at your local office at the earliest and "Annexure-B" for general terms and conditions for your anticipated employment with us.

We welcome you to our organization and believe that you will enjoy working here and in contributing to its growth and prosperity.

Offer Acceptance

I have read the above terms and conditions of the Offer cum appointment and hereby accept the same.

Signature
Name :- Manav Pundhir
Date :- 07-01-26

Grover Hyundai
Grover Automobiles Pvt. Ltd.

GSTIN : 03AAFCG1560M1ZP

CIN : U50100PB2013PTC037363

Regd. Off. : Opp. Dhandari Kalan Railway Station, G. T. Road, LUDHIANA - 141014 Ph. : 0161-5093904 Hotlines : 70870-58888 (Sales) 70870-59999 (Service) E-mail : sales@groverhyundai.com

B-18-1061, Plot No. 576, Model Town, Link Road Near Preet Palace, LUDHIANA -141002 Tel. : 0161-5000560 Hotline : 70870-59999 (Service) E-mail : salesdbu@groverhyundai.com

Sunder Nagar, Basti Jodhewal Chowk, G. T. Road, LUDHIANA - 141 007 0161-5202580 (Sales), 0161-5202570 (Service) E-mail : sales2@groverhyundai.com

Website : www.groverhyundai.com

Scanned with OKEN Scanner

Annexure - A

PRE - JOINING CHECKLIST/REQUIREMENTS

Please find below the Pre-Joining Checklist of documents/information to be furnished on the Date of Joining.

1. Photocopy of Offer Letter along with Annexure A & B, duly signed (full signature along with date on each page) by the employee.
2. Your latest Resume along with passport size photo.
3. Self-attested copies of following Candidate Certificates: -
    a. Copy of 10th class mark sheet;
    b. Copy of 12th class mark sheet;
    C. Copy of Graduation mark sheet and completion certificate;
    d. Copy of Post-Graduation mark sheet and completion certificate
    e. Copy of Diploma or any other additional Degree, if any;
4. Duly signed copy of Pay Slip/Proof of Last Drawn Salary
5. Duly signed copy of Marriage Certificate (If Applicable)
6. For Proof of Identity (duly signed any two Copies) (Example: Passport, Voters ID, Photograph attested by Bankers, Govt. ID Card, Photo Ration Card, Defence ID Card, Driving License
7. Address Proof (Any two Copies) (Example: Passport, Telephone / Mobile Bill (In candidate's name), Electricity Bill (In candidate's name), Latest Bank Statement with complete address, Bank Passbook with latest entries duly signed and attested by Bank Manager, Latest Credit Card bill with complete address, signed and attested by Bank Manager, Ration Card duly signed and attested by candidate. (Please note that Aadhar Card, Driving license & Voter Id Card shall not be accepted as proof of address).
8. Duly signed copy of Aadhar Card;
9. Proof of Date of Birth (Leaving Certificate/Birth Certificate)
10. Duly signed copy of PAN Card
11. Duly signed copy of Relieving Letter issued by last Employer/Resignation Acceptance;
12. Two passport size color photographs (With Blue Background)

Acceptance letter and all future correspondence should be addressed to the Human Resource Department.

Note 1: Training will start only when the entire documentation is completed and submitted to us before the Joining date.

Note 2: Your appointment with the company shall stand temporarily till the time you submit the above-mentioned documents, clear scan over mail, and the same gets verified / confirmed by us over the return mail.

Note 3: This offer letter is contingent upon the successful completion of a 3 to 7 days training program that to be conducted by the company. Upon successful completion of the training program of 3 to 7 days, your employment will be commenced. If you are unable to successfully complete the training program, this offer letter shall be deemed null and void.

Scanned with OKEN Scanner

Annexure-B General Terms & Conditions

1. As you are aware and have accepted the Sales position in our Company, hence your monthly salary, inclusive of Travel Allowance, Dearness Allowance, and other variable benefits, will be contingent upon achieving your monthly sales targets. It is also agreed that the Management reserves the right to revise your monthly sales targets as and when needed.
2. Your net salary will be post deducting applicable tax/ESI/EPF part;
3. It is mandatory on your part to give daily, weekly, fortnightly and monthly report or such other reports as the management may require from your end time to time in such a manner as may be prescribed;
4. You will be required to serve the Company and/or its Affiliates at any location (across India) accordance with the instructions time to time given by the Management. In the event of no specific instructions being provided, you will be expected to seek direction from your Superior or Reporting Officer.
5. The revision in your salary shall not be automatic but will be contingent to satisfactory work performance, regular attendance, good conduct and positive performance appraisal by your Superiors especially achievements of yours sales targets, if any.
6. You have agreed and authorized Management to recover damages caused by illegal activities, including cheating and fraud that occur by you during the course of your employment. Additionally, your employment will be subject to termination in the event of such misconduct.
7. Since your employment with our Company is on a full-time exclusive basis, you have agreed that during your service, you shall not directly or indirectly associate with any person or entity that may affect or cause loss to the Company's revenue or business in the market. If found in violation, you will be liable to compensate for the resulting loss. Moreover, Management reserves the right to initiate civil and criminal proceedings, or pursue any other remedies available under the law, against you.
8. Your probation period shall be initially for 3 (Three) months from date of joining, post completion of probation period the management reserves its rights either to extend the probation period maximum up to One year or to dispense with your services at any time during the probation or on completion or thereafter till confirmation. Unless confirmed in writing you will be deemed as probationer. Your services are liable to be terminated at the discretion of the management without any notice or wages in lieu thereof during the initial or extended period of probation, if your performance or conduct is not found to be satisfactory.
9. No casual leave shall be allowed during the probation period unless approved by the company and any violation of such rules shall likely to deduct your salary for the number of days remaining absent and shall also be considered as "Absenteeism" and a bonafide reason to terminate your services without serving you notice;
10. You shall be depositing the cash, material refunded, cheque received or returned, brochures received, debtor credit note, any other documents or materials or things from the client or third party with the accounts department at the head office as instructed, failing which the management may invoke cheating or intention of cheating clause against you and may take appropriate action against you.
11. Under no circumstances you shall be seeking any cash/cheque/dd or other payment options available from the client unless specific instruction is given by the Company in writing;
12. During your employment you shall not involve in making any union or association of person with any of other company's staff for any reason and on doing so it will be treated as breach of trust/contract and accordingly management may terminate you without serving any show cause notice.
13. During your employment you will maintain modesty and shall behave like a true professional with the management and other colleagues

Scanned with OKEN Scanner

...less otherwise a separate employment contract is entered on completion of the probation period ...e year of employment, this offer letter holds as good as employment contract and your further ...iod under employment shall be governed by the terms and conditions stipulated under this offer ...ter;

19. The management reserves right to change any of the clauses of this offer letter which shall not materially impact the interest of the employee;

20. The Jurisdiction of all disputes shall be Ludhiana.

Grover Automobiles Pvt. Ltd.

For Grover Automobiles Pvt. Ltd.

Authorised Signatory

(HR Department)

Scanned with OKEN Scanner

4. You, agree, acknowledges, confirms, covenants and undertakes that if there is a breach or threatened breach of the provisions of this offer letter on the part of employee, then the employer will be entitled to sack injunctive or other equitable relief in addition to any other remedies available to the employer. employee shall in the event of a breach or threatened breach be liable and responsible to the employer and shall pay, indemnify and hold the employer and its Representatives harmless from, any damages, actions, suits, proceedings, claims, demands, losses, costs, damages and expenses, fees (including attorney's fee or other costs) whatsoever arising out of or as a result of any breach of this Agreement by employee and / or any of its representative(s). Further, employee covenants and undertakes that its liability will not be limited under this Agreement or otherwise at law or in equity to direct damages.

15. You acknowledge and confirm that:

a) The Confidential Information disclosed to the you by the employer is a valuable, special and unique asset of the company and has an independent economic and other value and not readily accessible and ascertainable by proper means by a third party;

b) The Confidential Information disclosed to you by the employer has an extremely high competitive value and that failure on their part to maintain confidentiality of the Confidential Information shall cause immediate and irreparable harm to the company;

c) You owe a fiduciary duty of care to the company with respect to the Confidential Information.

d) And any loss arises or accrued on disclosing any confidential information to other employees, outside person or third parties shall be indemnified by such employee

Security Deposit:

The employees on manager and above posts have to submit a security deposit cheque in the name of the company of their 15 days salary which will be returned to them when they terminate their employment with the company after the notice period. However, the company can encash the cheque only in the following cases:

- If the employee exits the company with immediate effect without serving the notice period
- If employee is found to have misappropriated the funds
- If employee is found to have misuse company data

Supervision /Control

The employee shall work under the Supervision and control of such persons as decided by the Company from time to time. The employee shall most diligently and faithfully carry out instructions or discharge duties given to him/her by his superiors or persons under whom he/she is placed to work in the overall interest of the Company.

Retirement

The employee shall automatically retire from the service of the company on his/her reaching the age of 58 years or earlier if found medically unfit /unsound for the job assigned to him/her at the sole discretion of the company. The age or date of birth as given by the employee in his Resume/Application or Provident Fund Record shall be identical and be treated as Final and Binding on him and the Company.

Scanned with OKEN Scanner

You, agree, acknowledges, confirms, covenants and undertakes that if there is a breach or threatened breach of the provisions of this offer letter on the part of employee, then the employer will be entitled to sack injunctive or other equitable relief in addition to any other remedies available to the employer. employee shall in the event of a breach or threatened breach be liable and responsible to the employer and shall pay, indemnify and hold the employer and its Representatives harmless from, any damages, actions, suits, proceedings, claims, demands, losses, costs, damages and expenses, fees (including attorney's fee or other costs) whatsoever arising out of or as a result of any breach of this Agreement by employee and / or any of its representative(s). Further, employee covenants and undertakes that its liability will not be limited under this Agreement or otherwise at law or in equity to direct damages.

15. You acknowledge and confirm that:

a) The Confidential Information disclosed to the you by the employer is a valuable, special and unique asset of the company and has an independent economic and other value and not readily accessible and ascertainable by proper means by a third party;

b) The Confidential Information disclosed to you by the employer has an extremely high competitive value and that failure on their part to maintain confidentiality of the Confidential Information shall cause immediate and irreparable harm to the company;

c) You owe a fiduciary duty of care to the company with respect to the Confidential Information.

d) And any loss arises or accrued on disclosing any confidential information to other employees, outside person or third parties shall be indemnified by such employee

Security Deposit:

The employees on manager and above posts have to submit a security deposit cheque in the name of the company of their 15 days salary which will be returned to them when they terminate their employment with the company after the notice period. However, the company can encash the cheque only in the following cases:

- If the employee exits the company with immediate effect without serving the notice period
- If employee is found to have misappropriated the funds
- If employee is found to have misuse company data

Supervision /Control

The employee shall work under the Supervision and control of such persons as decided by the Company from time to time. The employee shall most diligently and faithfully carry out instructions or discharge duties given to him/her by his superiors or persons under whom he/she is placed to work in the overall interest of the Company.

Retirement

The employee shall automatically retire from the service of the company on his/her reaching the age of 58 years or earlier if found medically unfit /unsound for the job assigned to him/her at the sole discretion of the company. The age or date of birth as given by the employee in his Resume/Application or Provident Fund Record shall be identical and be treated as Final and Binding on him and the Company.

Scanned with OKEN Scanner

Gmail Sankalp Chhabra <nikhilchhabra2719@gmail.com>

ICICI Bank Aspire Program (June 25,2026 Batch no: 16)

ICICICAREERS /HRMG/IBANK/ANDH <icicicareers@icici.bank.in> Wed, 27 May at 12:28 PM
To: nikhilchhabra2719@gmail.com <nikhilchhabra2719@gmail.com>

Invitation to Join Aspire Program

Date : May 27,2026

Name: Sankalp Chhabra
App id : 9964867

Dear Sankalp Chhabra,

Sub: ICICI Bank Aspire Program (June 25,2026 Batch no: 16)

Congratulations!

This is with reference to your application for ICICI Bank Aspire Program, (hereinafter referred to as "The Program"). We are pleased to extend you an invitation to join the program as "**Aspire Trainee**".

Post successful completion of two months training program, subject to the terms and conditions mentioned herein below, you will be made an offer to join the Bank as **"Deputy Manager Band- I" at Delhi**

Successful completion of the program hereinafter refers to you obtaining threshold marks in all classroom assessments & end term assessment / interview conducted by NIIT, Neemrana, Rajasthan and ICICI Bank or both as may be applicable to you along with NISM certification, if any. Any violation of the code of conduct or unbecoming behavior exhibited by you during the training period will be treated as unsuccessful completion of the program.

The following are the terms and conditions of the Program:

1. Program Details:

a. The Program is designed for candidates who, subject to confirmation of successful completion of the Program, will be offered the role of "Relationship Manager" at the grade of **"Deputy Manager Band- I"** in the Bank. The role of relationship manager is a sales role which will involve meeting customers and extensive travel within the assigned geography.

b. Subject to confirmation of successful completion of the Program, ICICI Bank, at its sole discretion, reserves the right to allocate any role at Deputy Manager Band-I to you and assign any location/city of posting to you in India or at any of its Group companies based on requirements.

c. Being part of the Program or being accepted into the Program will not automatically lead you to become an employee of the Bank. Till you are confirmed about your successful completion of the program, your status will be that of an "Aspire Trainee" and not an employee of ICICI Bank.

d. The Program will be a residential training program for 2 months conducted at **NIIT, Neemrana, Rajasthan**. The Training will include comprehensive evaluation and structured activities designed to prepare candidates for effectively performing their role and responsibilities in the Bank.

e. The Program will include regular evaluations through class presentations, tests, and daily quizzes to assess your progress

during the Program.

f. The Program may commence with pre-reading material provided to you prior to your reporting for the Program, and a test based on the same pre-reading material will be conducted on the third day of your joining the Program.

g. During the Program you will be bound by all the rules and regulations of the Bank / training partner as applicable/ may be made applicable to you from time to time.

2. General:

a. You are required to report at NIIT, Neemrana, Rajasthan for the program on **"June 25,2026 "** or a day prior to the commencement of the Program.

b. You are responsible for making your own travel arrangements to reach the Training Program location / venue. One time Travel expenses for joining the program from your current city will be reimbursed by the Bank up to an amount equivalent to a III-tier AC train ticket subject to submission of proofs

c. You are required to carry clothing and formal attire. Appropriate uniform will be provided to you by the Bank, which needs to be worn by you during the class hours

d. You are required to upload a duly signed letter of invitation (this letter) within seven days from the date of its issuance, failing which this letter will be null and void without any further communication to you.

e. Post acceptance and submission of Invitation to Join Aspire Program letter as mentioned above, in case you are unable to join (for whatever reason) the campus on the specified date, your seat in the training program will be cancelled and the Bank will be at liberty to assign the same to any other candidate.

f. Only under exceptional circumstances and at Bank's sole discretion, the Bank may agree to defer your date of joining the Program.

g. During the Program, the Bank will issue laptop / desktop only for training purpose. You will be responsible for safety and proper use of all such devices issued to you. Post completion of the Program / at the end of 2 month (subject to any extension) period, you will be required to return the laptop / desktop. The laptop / desktop cannot be taken outside the campus premises of the training partner during the tenure of the training.

h. During the Program, you will keep the training partner and the Bank informed of any changes in your contact details like permanent address, personal e-mail id, mobile number, etc.

3. Remuneration & Benefits:

a. During the course of Program (i.e. two months of classroom training, you will be paid a consolidated stipend of Rs.18000/- (Rupees Eighteen Thousand only) per month by lClCl Bank based on your attendance.

b. You're boarding and lodging during the Program (2 months classroom training) will be arranged by the training partner. The cost of such boarding and lodging arrangement during the tenure of the Program will be borne by the Bank.

c. Boarding & lodging will be provided ONLY for 2 months from the date of commencement of your Program. The Bank reserves the right to change the duration of the program at any point deemed necessary.

d. You will NOT be required to pay any fees for the Program to the Bank or to the training partner. However, cost of incidentals like travel, cost of medicines or personal effects, snacks, etc will need to be borne by you during the Program.

e. On successful completion of the Program, subject to a final review of your performance and confirmation during the Program by the Bank, you will be issued an appointment letter as "Relationship Manager" at Deputy Manager Band-I grade for the same location as mentioned above.

f. Please note, the Bank reserves the right to change your role or location of posting at any time including transfer of your services to any role or city within India or any of its Group companies at its sole discretion basis business requirement.

g. Subject to confirmation of successful completion of the program , you will be eligible for the remuneration as "Deputy

Manager Band- I" from the date of reporting to the assigned city/location of work.

4. Terms and Conditions:

a. Your continuation in the training program and joining the Bank subsequently shall be subject to the following terms and conditions:

i. Verification of original certificates, experience letter (if applicable), educational qualifications etc. on the day of joining the Program.

ii. Successfully passing all the assessments / examinations conducted during the training program. The assessment may include tests on pre-joining readings, daily, weekly and monthly assessments, NISM certifications, e-Learning Modules or any other training material / assessments deemed necessary by the Bank.

iii. Obtaining at least minimum threshold marks in all tests as stipulated by the Bank. The details of the assessment thresholds (assessment criteria) will be communicated to you on or during the commencement of the program. Failure to meet this threshold may result in you not being eligible for receiving an appointment letter by the Bank.

iv. You will be required to adhere to the code of conduct of the training partner including hostel rules and regulations. Any kind of bullying behavior, smoking and consumption of alcohol is strictly prohibited on campus and may invite strict action including expulsion from the Program.

v. Any kind of indiscipline including missing or bunking classes, abusive behavior, using unfair means, lack of punctuality, unauthorized absence from campus or hostel, not being in uniform during class, etc. (this is an indicative list and not exhaustive) etc. will make you ineligible for receiving appointment letter from the Bank.

vi. For issuance of appointment letter by the Bank, your overall conduct and attitude (like willingness to do sales, being locationally mobile, etc.) during the Program will be taken into account.

b. In the event that you are unable to successfully complete the Program for whatever reason, except for indiscipline related issues, only ONE additional opportunity at the sole discretion of ICICI Bank may be provided to you to clear the exams / assessments. In cases involving indiscipline or poor attitude (or any of the indicative reasons mentioned in clauses 4.a.iv. and 4.a.v. above), no extra chance will be provided to you.

c. In case you are unable to complete the Program in 2 months, no further stipend will be paid to you till you clear the assessments / exams. Subject to clause 4.b. and 4.c. above, the cost of travel to examination centre, boarding, lodging and appearing for exams / assessments, will have to be borne by you.

d. Including ONE extra chance, you will have a total of 5 months (commencing from your date of joining the Program as a trainee) to clear all pending / unsuccessful exams / assessments forming part of the Program. In case you are not able to successfully complete the Program in 5 months due to whatever reason, you will be disqualified from the Program, without any further intimation to you, and consequently, will not be eligible to receive appointment letter from the Bank.

e. Furnishing any fake or incorrect information or documents will disqualify you from the Program.

f. Wrong/incorrect declaration submitted by you will render your application and candidature invalid and you shall be disqualified from the Program
g. Any act of commission and omission on your part which is prejudicial to the interest and reputation of the ICICI Bank/NIIT University will disqualify you from the Program.

h. If your immediate relatives, i.e. father, mother, brother, brother, sister, husband, wife, children are already working in ICICI Bank or have already joined this Program, then you are not eligible for joining this Training Program. Only one person from a family can either join this Training Program or work at ICICI Bank. If you are joining the Training Program then your father, mother, brother, sister, husband, wife, children cannot join the Training Program or join ICICI Bank.

i. Disqualification from the Program for whatever reason will result in non-issuance of appointment letter by the Bank.

5. Other conditions:

a. The training will be conducted in physical mode and attendance is mandatory throughout the program. There are no leaves permissible during the program. Any absence, including due to sickness, exceeding five calendar days during the two-month training period, shall render the trainee ineligible for continuing in the program. The Bank reserves the sole discretion to

determine whether such trainee should be permitted to join the subsequent batch.

b. In case of loss / damage of the laptop / desktop issued to you during the Program, you will be liable to pay to the Bank, towards the cost of such laptop / desktop.

c. In case you decide to leave the Aspire program due to any reason, you will be required to inform the Bank and the training partner at-least 3 working days in advance. In case the Bank wants to separate you from the Aspire training program for any reason, the Bank will do so by giving you a notice of 3 working days or payment on lieu of the same.

d. As part of the program, you may have to undergo additional internship or field training. Such internship/field training will be assessed by the reporting authority from the Bank and may form a part of your overall assessment for the program.

e. In case you discontinue the Program for whatever reason or resign after accepting the offer letter from the Bank within two years of joining the Bank, you may be liable to reimburse, at the sole discretion of the Bank, the Program expenses incurred on you as per actuals or as determined by the Bank.

f. Post the final assessment at the end of the Program, you will be allowed a maximum of 7 days leave.

g. You will be eligible for pro-rated stipend for the intervening period between the last day of the Program upto the first day of joining the Bank as Relationship Manager, subject to clause 3.d. above. Those who will be availing one extra chance to clear the Program will not be paid any stipend in the intervening period as mentioned in Clause 3.d.

h. For joining the Bank as Relationship Manager, you will be eligible for travel in III-tier AC train for reaching the assigned location of work which will be reimbursed by the Bank on submission of proofs.

i. You will become an employee of the Bank only after an Offer cum appointment letter has been issued to you and you report at the location of posting subject to your acceptance of the appointment terms and conditions as contained in the offer letter.

If you are agreeable to the above-mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period, the invitation letter shall be deemed to have been withdrawn.

In case of queries, please write to icicicareers@icici.bank.in

We congratulate you once again and look forward to welcome you for the ICICI Bank Aspire Program.

Thanking you,

Yours sincerely

Team ICICI

I have read and understood all the above-mentioned details, including terms and conditions contained in this letter of invitation to join Aspire program and would like to confirm my acceptance.

Name:

Signature

Date

" "Print this mail only if absolutely necessary. Save Paper. Save Trees." "The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorised to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation.""
';

""Print this mail only if absolutely necessary. Save Paper. Save Trees." The information contained in this e-mail and any attachments to this message are intended for the exclusive use of the intended recipient and may contain proprietary, confidential or legally privileged information. If you are not the intended recipient, please note that you are not authorized to disseminate, distribute or copy this e-mail or any parts of it or act upon/rely on the contents of this e-mail in any manner. Please notify the sender immediately by e-mail and destroy all copies of this e-mail and any attachments. Please also note that ICICI Bank or its subsidiaries and associated companies, (collectively "ICICI Group"), are unable to exercise control or ensure or guarantee the integrity of/over the contents of the information contained in e-mail transmissions and that any views expressed in this e-mail are not endorsed by/binding on the ICICI Group unless the sender does so expressly with due authority of ICICI Group. Before opening any attachments please check them for viruses and defects and please note that ICICI Group accepts no liability or responsibility for any damage caused by any virus that may be transmitted by this email. Thank you for your cooperation."

KING GLOBAL INFRA
DEVELOPERS PVT LTD

9990998990
kingglobalinfradevpvtltd@gmail.com
D43 sector 85
Faridabad

OFFER LETTER

To,
DHRUV GOYAL

4th February 2026

Subject: Job Offer Letter – Sales Department

Dear Dhruv,

We are pleased to offer you the position of Sales Executive at King global infra developers PVT LTD. We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- Start Date: 10 FEBRUARY, 2026
- Position: Sales Executive
- Department: Sales
- Salary: INR 51,500
- Reporting To: Mr. Mohit Aggarwal, Director
- Location: D-43 BPTP Park view, Sector-85
- Working Hours: Monday to Saturday, 10:00 AM to 5:00 PM

Please sign and return a copy of this letter by 6th FEBRUARY,2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Mohit Aggarwal at kingglobalinfradevpvtltd@gmail.com.
We are excited to have you on board and look forward to working together!

KING GLOBAL INFRA DEVELOPERS PVT. LTD. Authorised Signatory

KING GLOBAL INFRA
DEVELOPERS PVT LTD

9990998990
kingglobalinfradevpvtltd@gmail.com
D43 sector 85
Faridabad

OFFER LETTER

To,

4th February 2026

Piyush

Subject: Job Offer Letter – Sales Department

Dear Piyush,

We are pleased to offer you the position of Sales Executive at King global infra developers PVT LTD. We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- Start Date: 10 FEBRUARY, 2026
- Position: Sales Executive
- Department: Sales
- Salary: INR 51,500
- Reporting To: Mr. Mohit Aggarwal, Director
- Location: D-43 BPTP Park view, Sector-85
- Working Hours: Monday to Saturday, 10:00 AM to 5:00 PM

Please sign and return a copy of this letter by 6th FEBRUARY,2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Mohit Aggarwal at kingglobalinfradevpvtltd@gmail.com.
We are excited to have you on board and look forward to working together!

KING GLOBAL INFRA DEVELOPERS PVT. LTD. Authorised Signatory

KING GLOBAL INFRA
DEVELOPERS PVT LTD

9990998990
kingglobalinfradevpvtltd@gmail.com
D43 sector 85
Faridabad

OFFER LETTER

To,

4th February 2026

Mainak Das

Subject: Job Offer Letter – Sales Department

Dear Mainak,

We are pleased to offer you the position of Sales Executive at King global infra developers PVT LTD. We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- Start Date: 10 FEBRUARY, 2026
- Position: Sales Executive
- Department: Sales
- Salary: INR 51,500
- Reporting To: Mr. Mohit Aggarwal, Director
- Location: D-43 BPTP Park view, Sector-85
- Working Hours: Monday to Saturday, 10:00 AM to 5:00 PM

Please sign and return a copy of this letter by 6th FEBRUARY,2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Mohit Aggarwal at kingglobalinfradevpvtltd@gmail.com.
We are excited to have you on board and look forward to working together!

KING GLOBAL INFRA DEVELOPERS PVT. LTD. Authorised Signatory

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

PRANSHUL ARYA

Subject: Job Offer Letter – Purchase Department

Dear Pranshul,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director

7007294882

Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.

Director

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

Bhupisha Jain

Subject: Job Offer Letter – Purchase Department

Dear Bhupisha,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director
7007294882
Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.
Director

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

Vipul Bhatt

Subject: Job Offer Letter – Purchase Department

Dear Vipul,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director
7007294882
Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.
Director

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Gopit Maheshwari

Date: Tuesday, 30th December, 2025

Dear Gopit Maheshwari,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Bhavika Jain

Date: Tuesday, 30th December, 2025

Dear Bhavika Jain ,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Tanisha Datta

Date: Tuesday, 30th December, 2025

Dear Tanisha Datta ,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Arsh Ahuja

Date: Tuesday, 30th December, 2025

Dear Ars Ahuja,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Nomish Kumar

Date: Tuesday, 30th December, 2025

Dear Nomish Kumar,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Devansh Mittal

Date: Tuesday, 30th December, 2025

Dear Devansh Mittal,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Kanika Rawat

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

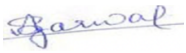
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Pranav Garg

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

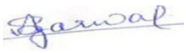
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Ishita Goel

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

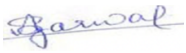
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Geetika Negi

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

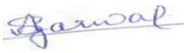
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Krtika Mahajan

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

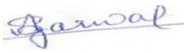
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Sidharth Kunwar

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

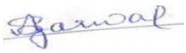
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

OFFER LETTER

Ref SSSI/HR/Harshita 14th January 2026

Harshita Batra

Dear Harshita,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref/SSSI/HR/Kritineya

14th January 2026

Kritineya Gaur

Dear Kritineya Gaur,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Devansh

14th January 2026

Devansh Sharma

Dear Devansh

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Arjun

14th January 2026

Arjun Sehmi

Dear Arjun,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Sidhant

14th January 2026

Sidhant Kaul

Dear Sidhant,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Mudit

14th January 2026

Mudit Malhotra

Dear Mudit,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Kashish Dhingra <kashish.dhingra607@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Kashish Dhingra <kashish.dhingra607@gmail.com>

Dear Kashish Dhingra
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Miss. Kashish Dhingra A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Sarthak Bisht <sarthakbisht005@gmail.com,> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Sarthak Bisht <sarthakbisht005@gmail.com,>

Dear Sarthak Bisht
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Mr. Sarthak Bisht A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Hiya Luthra <luthrahiya7@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Hiya Luthra <luthrahiya7@gmail.com>

Dear Hiya Luthra
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Miss. Hiya Luthra A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Pawan Singh <pawansingh25pr@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Pawan Singh <pawansingh25pr@gmail.com>

Dear Pawan Singh
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Mr. Pawan Singh A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Vanshika Gera <vanshika3175@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Vanshika Gera <vanshika3175@gmail.com>

Dear Vanshika Gera
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Miss. Vanshika Gera A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

Xpressviews

03rd February 2026

Mr. Rahul Gulati

OFFER OF APPOINTMENT

Dear Mr. Rahul,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Xpressviews

03rd February 2026

Ms. Rhythm Mehta

OFFER OF APPOINTMENT

Dear Ms. Rhythm,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Xpressviews

03rd February 2026

Mr. Lakshay Kohli

OFFER OF APPOINTMENT

Dear Mr. Lakshay,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Offer Letter

Date: 02.01.2026

Mr. Shubham Sharma
93, ACK Girinagar Kalkaji
New Delhi-110019

Subject: Offer letter for the position of Management Trainee

Dear Shubham,

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Management Trainee**" in our Company.

You would be entitled for INR 1,98,000 /- (One Lakh Ninety-Eight Thousand Rupees only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management. Your compensation would include all the heads mentioned below:

1. Basic Salary:
2. H.R.A. / Accommodation:
3. Special Allowance:
4. Leave Travel Assistance: As per policy.

5. Domiciliary Medical Expenses: As per policy.

6. Hospitalization: As per policy

7. Provident Fund: As per policy.

8. Gratuity: As per policy.

9. Gratuity: As per policy.

10.1: You may also be entitled to employee stock options (ESOPs) of the company in parts provided the milestones accomplished decided between you and the company. The performance would be evaluated by the management based on the tasks given in every 06 (Six) months your eligible shares may be transferred to your respective account on pro rata basis. The entire equity shall return back to the origin account in case of any breach of contract or nonperformance under this agreement. (The ESOP option is only for the employees who complete their 05 years in the company and the management has to submit no objection declaration for such cases). The KPI and JD are attached in Annexure-A

11. Corporate Attire: You will be required to carry the company's attire (Brand Jersey/Uniform) throughout the official work. The Company will provide such attire and will contribute 50% of amount for the attire, the balance will be deducted from your salary.

12. **a)** This order of appointment can be terminated on either side by giving One month´ notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 1 months´ notice in writing or an equivalent of one month´ salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at Delhi-NCR and report to the respective business head or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the 'Citiskape Group'. You may also be assigned such other duties as may become Citiskape at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the **Secrecy Agreement** upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than 10th October 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.
Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Annexure-A

KPI OF KEY PERFORMANCE INDICATORS AND JOB DESCRIPTION

Being a Management Trainee in the company you shall be responsible and accountable for the below mentioned responsibilities. Your performance would also be evaluated on the achievement of these parameters:

1. Maintain and update daily MIS (Management Information System) reports with accuracy and timeliness.
2. Monitor financial data, expenses, and reports, and coordinate with the finance team for reconciliations and compliance.
3. Keep a close watch on financial transactions and operational costs to ensure process efficiency.
4. Provide technical support for day-to-day system, software, and basic IT-related issues.
5. Coordinate with internal teams to resolve technical and system-related queries smoothly.
6. Ensure proper documentation and reporting of financial and technical activities.
7. Support management with data analysis and operational insights as required.

Best Regards,

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Offer Letter

Date: 02.01.2026

Mr. Anshpreet Chhabra
93, ACK Girinagar Kalkaji
New Delhi-110019

Subject: Offer letter for the position of Management Trainee

Dear Anshpreet Chhabra,

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Management Trainee**" in our Company.

You would be entitled for INR 1,98,000 /- (One Lakh Ninety-Eight Thousand Rupees only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management. Your compensation would include all the heads mentioned below:

1. Basic Salary:
2. H.R.A. / Accommodation:
3. Special Allowance:
4. Leave Travel Assistance: As per policy.

5. Domiciliary Medical Expenses: As per policy.

6. Hospitalization: As per policy

7. Provident Fund: As per policy.

8. Gratuity: As per policy.

9. Gratuity: As per policy.

10.1: You may also be entitled to employee stock options (ESOPs) of the company in parts provided the milestones accomplished decided between you and the company. The performance would be evaluated by the management based on the tasks given in every 06 (Six) months your eligible shares may be transferred to your respective account on pro rata basis. The entire equity shall return back to the origin account in case of any breach of contract or nonperformance under this agreement. (The ESOP option is only for the employees who complete their 05 years in the company and the management has to submit no objection declaration for such cases). The KPI and JD are attached in Annexure-A

11. Corporate Attire: You will be required to carry the company's attire (Brand Jersey/Uniform) throughout the official work. The Company will provide such attire and will contribute 50% of amount for the attire, the balance will be deducted from your salary.

12. **a)** This order of appointment can be terminated on either side by giving One month´ notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 1 months´ notice in writing or an equivalent of one month´ salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at Delhi-NCR and report to the respective business head or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the 'Citiskape Group'. You may also be assigned such other duties as may become Citiskape at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the **Secrecy Agreement** upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than 10th October 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.
Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Annexure-A

KPI OF KEY PERFORMANCE INDICATORS AND JOB DESCRIPTION

Being a Management Trainee in the company you shall be responsible and accountable for the below mentioned responsibilities. Your performance would also be evaluated on the achievement of these parameters:

1. Maintain and update daily MIS (Management Information System) reports with accuracy and timeliness.
2. Monitor financial data, expenses, and reports, and coordinate with the finance team for reconciliations and compliance.
3. Keep a close watch on financial transactions and operational costs to ensure process efficiency.
4. Provide technical support for day-to-day system, software, and basic IT-related issues.
5. Coordinate with internal teams to resolve technical and system-related queries smoothly.
6. Ensure proper documentation and reporting of financial and technical activities.
7. Support management with data analysis and operational insights as required.

Best Regards,

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Dolly Sharma <dolly.sharma@jagannath.org>

Fwd: Offer Letter

1 message

Ruchi Singhal <ruchi.singhal@jagannath.org> Mon, Apr 20, 2026 at 12:02 PM
To: Dolly Sharma <dolly.sharma@jagannath.org>

---------- Forwarded message ---------
From: **Naman Seth** <namanseth024@gmail.com>
Date: Wed, Jan 28, 2026 at 3:31 PM
Subject: Offer Letter
To: <Ruchi.singhal@jagannath.org>

Dear Candidate,
Greetings from Wipro,

Congratulations
on getting selected for the role of a Customer Service Representative in a B2B campaign with Wipro HR Services.

It was a pleasure getting to know you and getting your interview rounds conducted.

As we move forward, we will be reaching out to you with the next steps regarding your documentation and onboarding formalities.

As highlighted before, your onboarding with us will be after your final examinations next year, tentatively around June-July.

Request you to keep a tab on your emails and respective groups to not miss out on any updates.

Please note: More details like your final work location, exact work shift, DOJ will be communicated to you close to your joining date along with a detailed appointment letter.

Your onboarding would be subject to successful clearance of your Background and Transport check.

Thank You,

Regards,

'The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com'

Internal - General Use

--
Dr. Ruchi Singhal,
Associate Professor in I.T.
Jagannath International Management School
(Accredited by NAAC & Affiliated to GGS IP University, Delhi)
Kalkaji, New Delhi - 110070
www.jimskalkaji.com

Visit us at www.jimskalkaji.com, *http://www.jagannath.org*

Follow us on: Facebook : https://www.facebook.com/jagannathkalkaji

Twitter : https://twitter.com/jimskalkaji

Blog: http://blog.jimskalkaji.in/

Instagram: https://www.instagram.com/jims_kj/

LinkedIn: https://www.linkedin.com/company/jims-delhi

Slide Share: http://www.slideshare.net/jimsdelhi

Subscribe our YouTube Channel at:

https://www.youtube.com/user/JIMSKALKAJIDELHI

jims

Dolly Sharma <dolly.sharma@jagannath.org>

Fwd: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative

2 messages

Ruchi Singhal <ruchi.singhal@jagannath.org> Mon, Apr 20, 2026 at 12:03 PM
To: Dolly Sharma <dolly.sharma@jagannath.org>

---------- Forwarded message ---------
From: **Laksh Kapoor** <lakshk811@gmail.com>
Date: Wed, Jan 28, 2026 at 3:07 PM
Subject: Fwd: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative
To: <Ruchi.singhal@jagannath.org>

---------- Forwarded message ---------
From: **Aditi Bhardwaj** <bhardwajaditi59@gmail.com>
Date: Wed, 28 Jan 2026 at 10:56 AM
Subject: Re: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative
To: faizan ahmedansari <ifaizanansari9@gmail.com>
Cc: Naman Seth <namanseth024@gmail.com>, Ramit Bedi <ramit.bedi@wipro.com>, rohansinghal489@gmail.com <rohansinghal489@gmail.com>, Harshsharma8860nrhk@gmail.com <Harshsharma8860nrhk@gmail.com>, akshigupta777@gmail.com <akshigupta777@gmail.com>, Varunm0003@gmail.com <Varunm0003@gmail.com>, ada.goyal2315@gmail.com <ada.goyal2315@gmail.com>, Kashishgangwani444@gmail.com <Kashishgangwani444@gmail.com>, lakshk811@gmail.com <lakshk811@gmail.com>, kanika_ghai@jimsindia.org <kanika_ghai@jimsindia.org>

I accept the offer

On Sun, 25 Jan 2026 at 10:51 PM, faizan ahmedansari <ifaizanansari9@gmail.com> wrote:

> Thanks for the opportunity!
> I accept the offer.
>
> On Sun, 25 Jan 2026 at 10:50 PM, Naman Seth <namanseth024@gmail.com> wrote:
> > I accept the offer.
> >
> > On Fri, 23 Jan 2026 at 4:15 PM, Ramit Bedi <ramit.bedi@wipro.com> wrote:
> > > Dear Candidate,
> > > Greetings from Wipro,
> > >
> > > Congratulations
> > > on getting selected for the role of a Customer Service Representative in a B2B campaign with Wipro HR Services.
> > >
> > > It was a pleasure getting to know you and getting your interview rounds conducted.
> > >
> > > As we move forward, we will be reaching out to you with the next steps regarding your documentation and onboarding formalities.
> > >
> > > As highlighted before, your onboarding with us will be after your final examinations next year, tentatively around June-July.
> > >
> > > Request you to keep a tab on your emails and respective groups to not miss out on any updates.

Please note: More details like your final work location, exact work shift, DOJ will be communicated to you close to your joining date along with a detailed appointment letter.

Your onboarding would be subject to successful clearance of your Background and Transport check.

Thank You,

Regards,

'The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com'

Internal - General Use

--
Dr. Ruchi Singhal,
Associate Professor in I.T.
Jagannath International Management School
(Accredited by NAAC & Affiliated to GGS IP University, Delhi)
Kalkaji, New Delhi - 110070
www.jimskalkaji.com

Visit us at www.jimskalkaji.com, *http://www.jagannath.org*

Follow us on: Facebook : https://www.facebook.com/jagannathkalkaji

Twitter : https://twitter.com/jimskalkaji

Blog: http://blog.jimskalkaji.in/

Instagram: https://www.instagram.com/jims_kj/

LinkedIn: https://www.linkedin.com/company/jims-delhi

Slide Share: http://www.slideshare.net/jimsdelhi

Subscribe our YouTube Channel at:

https://www.youtube.com/user/JIMSKALKAJIDELHI

Ruchi Singhal <ruchi.singhal@jagannath.org> Mon, Apr 20, 2026 at 12:03 PM
To: Dolly Sharma <dolly.sharma@jagannath.org>

[Quoted text hidden]

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

April 29, 2026
Anmol Choudhary
Ramnagar, Samba, Ram Nagar,
Samba,
JK184121

Dear Anmol,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before May 14, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

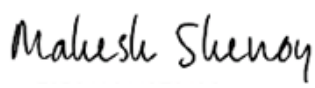
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Anmol Choudhary

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

AON

Compensation and Benefits Worksheet

Candidate Name: Anmol Choudhary
Location: IN-HA-Gurugram-Candor
Role: IND Analyst I Health - Broking
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: FF512354-4C53-8E01-8271-F35797C7FA75

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Anmol Choudhary

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

April 30, 2026
Suyash Dhingra
House No 247, Sector 21C,
Faridabad,
HR121001

Dear Suyash,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before **May 14, 2026**, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

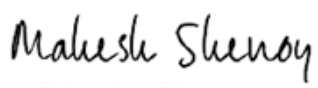
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Suyash Dhingra

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

AON

Compensation and Benefits Worksheet

Candidate Name: Suyash Dhingra
Location: IN-HA-Gurugram-Candor
Role: IND Analyst I Health - Broking
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: 19DBCEA3-F758-84E8-82BC-9553A0F54670

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Suyash Dhingra

2:03 29%

Aon Appointment Letter for Juhi Mishra

Inbox

Manisha Kumari 1:21 pm
to me, deepna.chhabra...

Unsubscribe

Dear Juhi Mishra,

We are excited that you have accepted the **IND Analyst I Health - Broking** role with Aon. As per our agreement your date of joining Aon will be 5/14/2026 (MM/DD/YYYY).

Please find below the link to view the **Appointment Letter**, **Background Verification Guidelines Document** and **Service Agreement User Guide (if applicable).**

- Appointment Letter confirms the terms and conditions of your employment as discussed with your recruiter
- Compensation & Benefits Statement will provide you an outline of your total compensation, the value associated with each component and the benefits offered to our colleagues.

Link to view and electronically sign the appointment Letter: https://india-careers-aon.icims.com/r.jsp?oa=100906
Login Name to view and electronically sign the offer letter is juhimishr6083604

(If you do not know your password, you can reset it here). If the link to reset password doesn't work – please enter Login Name and click on Forgot Password. Enter your email id on the window opened and refer your mailbox to reset password.

*To sign it electronically click on the **'START'** option > Read the entire Appointment letter carefully and click the **'FINISH'** option once done.*

Candidate Declaration Form.

Please note that it is mandatory for you to electronically sign the Candidate Declaration Form after digitally accepting the offer letter through docu-sign.

Kindly refer to the below link to sign the same:

Click to Complete
(Use the same login name and password as mentioned above to sign the form)

SEZ ID Card Access Form (Mandatory – Only for Gurgaon Location

Reply all Forward

99+

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Kshitij Chawla
Mishra Colony, NBD Road
Uttarakhand,

Dear Kshitij,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

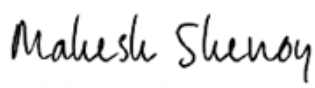
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Kshitij Chawla

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

Compensation and Benefits Worksheet

Candidate Name: Kshitij Chawla
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Kshitij Chawla

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Pawan Singh
WZ-150, SHASTRI NAGAR,
New Delhi,

Dear Pawan,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

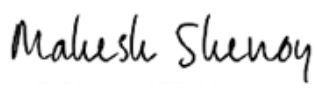
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Pawan Singh

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

Compensation and Benefits Worksheet

Candidate Name: Pawan Singh
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Pawan Singh

RNA Enterprises

Deals in High End Scientific Equipment like HPlC, GC, FTIR, UV VIS SPECTROMETERS,
CHEMICALS AND SCIENTIFIC GLASSWARE, PLASTICWARES,
ALL KIND OF REPAIRING WORKS, PRINTERS, LAPTOPS & DESKTOPS ETC.

GSTIN: -07FX0PB4985D1Z6

Date: 09 April 2026

To:
Chetna Singh

Offer Letter – Marketing Trainee

Dear Chetna,
Following your Interview and subsequent discussions, we are pleased to offer you the position of Marketing Executive at RNA ENTERPRISES.

Terms Of Employment:

Designation	**Marketing Executive**
Department	**Sales & Marketing**
Date of Joining	**April 13, 2026**
Job Location	**USB-107, Plot No. 1-A, Mandawali, Ground Floor, New Delhi-110092.**
Working Hours	**10:00 AM to 6:00PM**
CTC	**2.5 LPA**

Kindly sign and return the duplicate copy of this letter indicating you acceptance of the above terms.

Best regards,
Mohit Kumar Singh
Mohit For RNA Enterprises
Director Proprietor
RNA ENTERPRISES

Acceptance of Offer
I, Chetna singh, have read and understood the terms of this offer letter and hereby accept the position of Marketing Executives on the terms specified above.

Chetna Singh
Signature:

Date: 10/4/26.

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Disha,

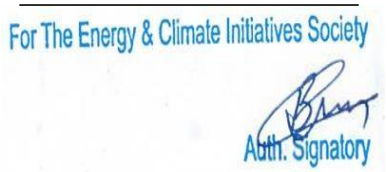
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Divyam Sharma,

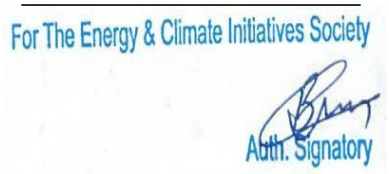
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Khushi Swarup Aggarwal,

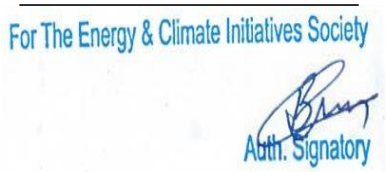
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Yogesh Singh Chauhan,

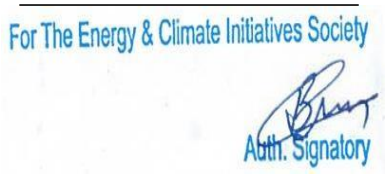
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

Dear Rupesh,

We are pleased to inform you that we would like to extend you an offer for an internship with **Vasudhaiva Kutumbakam Group Private Limited** based at our **Noida** office. This internship will commence on **15th Dec 2025 (Monday)** and conclude on **14th March 2026 (Saturday)** for a period of **3 Months as** an **Finance Intern** in the **Finance** department.

The terms of your internship are as follows:

- **Compensation: INR 15,000/- Monthly (Fifteen Thousand Only)**
- **Mode of Work:** 6 days work from the office in a week.
- **Early Exit -** In accordance with company policy, an experience letter will not be issued to interns who resign before completing the full duration of their internship.
- **Joining Requirement** Candidates will be allowed to join only upon submission of a **No Objection Certificate (NOC)** from the college if they are pursuing.

Internship Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement
During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, assets and documents provided to you during the term of your internship.

Conditions for Termination
In case your internship exceeds more than the mentioned internship period in this letter. You will be notified by the HR team about the same and your services are liable to be terminated with notice of not more than **7 (Seven) days** during the extended internship period. In case you decide to leave the company during this period, you will have to give notice of **7 (Seven) days** to the company.

Documents required
On the day of your joining, you are required to bring the printed copy of the following mandatory documents:

1. 10th, 12th & Previous Semester Mark sheet
2. Two passport-size photographs
3. Proof of Identity - PAN Card and Aadhar Card
4. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement, etc.

If you have any queries or need assistance regarding your joining, please contact the Talent Team.
We look forward to your acceptance of the offer

Yours Sincerely,
For Vasudhaiva Kutumbakam Group Private Limited

bharti Singh

Bharti Singh

(Chief of Staff to CEO)

Employee acceptance: (rupeshbanwala99@gmail.com)

I accept employment with Vasudhaiva Kutumbakam Group Private Limited under the terms described in this letter.

Signature:_____

Date:_____

Place:_____

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Ms. Simran Kaur
Faridabad-121003

Subject: Offer of Employment

Dear Simran,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS
Auth. Signatory
FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Mr. Akdas Ali
Faridabad-121003

Subject: Offer of Employment

Dear Akdas,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS
Auth. Signatory
FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Ms. Ritika
Faridabad-121003

Subject: Offer of Employment

Dear Ritika,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS
Auth. Signatory
FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To
Mr. Kartik Gupta

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To

Mr. Suyash Garg

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

18th Feb 2026

Varun Papnai

Address: C-45, Gali No 3, Kanti Nagar Extn, Krishna Nagar, District Gandhi Nagar, East Delhi - 110051

Dear Varun Papnai,

Further to our discussion, we have the pleasure of Joining **CYTC Security Private Limited** the terms of your reference are given below:

A. Appointment

A.1 During your employment, you will be governed by rules, regulations, and other company policies as enforced and may be amended occasionally.

A.2 You are required to report to our Tilak Nagar Office, New Delhi.

B. Probation Period

A probation period is a designated period at the beginning of an employment relationship during which the employee's performance, behaviour, and suitability for the position are evaluated by the employer. This period serves as a trial period for both the employee and the employer to assess whether the job is a good fit for the employee and whether the employee meets the company's expectations.

Here are some key points to understand about a probation period:

B.1 Duration: The duration of your Probation Period is 4 Months

B.2 Notice Period: You have to serve 30 working days notice period, but in case of buyback, you have to serve 15 days notice period with completing all your responsibilities and 15 days of your payment in the form of Cheque or DD in Favour of **CYTC Security Pvt Ltd.**

B.2 Evaluation: Throughout the probation period, the employee's work performance, behaviour, adaptability, and adherence to company policies are evaluated. Regular check-ins, feedback sessions, and performance reviews may be conducted to assess progress.

B.3 Training and Orientation: Many companies provide additional training and orientation during the probation period to help the employee become familiar with the company's processes, systems, and expectations.

B.4 Extension or Confirmation: At the end of the probation period, the employer will evaluate the employee's performance. If the employee meets or exceeds expectations, the probationary period may end, and the employee becomes a permanent member of the organization. If the employee's performance is not satisfactory, the probation period may be extended or, in some cases, the employment may be terminated.

B.5 Benefits and Rights: Employees on probation typically have access to the same benefits and rights as permanent employees, but the company may reserve the right to modify or terminate these benefits if necessary.

B.6 Termination: During the probation period, if the employee's performance or behaviour is consistently below expectations or doesn't align with the company's values, the company may decide to terminate the employment with shorter notice than would be required for permanent employees.

B.7 Communication: Clear communication of expectations and feedback is essential during the probation period. Regular check-ins between the employee and their supervisor can help the employee understand their progress and areas for improvement.

Both employers and employees need to understand the terms and expectations of the probation period, as well as any documentation, policies, and procedures associated with it. Employers should provide clear guidance to employees about the company's performance expectations, while employees should use the probation period as an opportunity to demonstrate their skills and dedication to the role.

Remember that labour laws and regulations regarding probation periods can vary by country and jurisdiction, so it's advisable to consult local employment laws or seek legal advice to ensure compliance.

C. Employment Policy

An employment policy is a set of guidelines and rules established by a company to outline the terms and conditions of employment for its workforce. These policies cover various aspects of the employment relationship and help create a clear and consistent framework for both employees and the organization. Employment policies typically address matters such as working conditions, compensation, benefits, code of conduct, performance expectations, and more. Here are some common components of an employment policy:

C.1 Equal Employment Opportunity (EEO) Policy: This policy ensures that the company provides equal employment opportunities to all individuals regardless of their race, colour, religion, sex, national origin, age, disability, or other protected characteristics. It emphasizes a commitment to diversity and inclusivity in hiring and promotion processes.

C.2 Code of Conduct and Ethics: This policy outlines the expected behaviour and ethical standards for employees within the workplace. It covers topics such as honesty, integrity, respect, harassment, discrimination, and conflict of interest.

C.3 Anti-Harassment and Anti-Discrimination Policy: This policy prohibits any form of harassment, including sexual harassment, and emphasizes the company's commitment to maintaining a respectful and inclusive work environment free from discrimination.

C.4 Compensation and Benefits Policy: his policy explains how compensation is determined, including salary, bonuses, incentives, and benefits such as health insurance, retirement plans, and leave policies. It also addresses issues related to overtime, pay schedules, and any other compensation-related matters.

C.5 Work Hours and Attendance: This policy outlines the standard work hours, attendance expectations, and procedures for requesting time off, sick leave, and vacation.

C.6 Performance Management and Evaluation: This policy describes the process of performance reviews, feedback, and goal-setting. It outlines how employees' performance will be evaluated, and how promotions and career advancement opportunities are determined.

C.7 Health and Safety: This policy outlines the company's commitment to providing a safe and healthy work environment for employees. It covers safety protocols, procedures for reporting hazards, and guidelines for addressing workplace accidents and injuries.

C.8 Data Privacy and Security: This policy addresses how employee data is collected, stored, and used by the company. It outlines the measures taken to protect employees' personal and sensitive information.

C.9 Social Media and Communication: This policy provides guidelines on how employees should use social media and other communication channels about their employment. It may address appropriate online behaviour, confidentiality, and company representation.

C.10 Remote Work and Telecommuting: If applicable, this policy outlines the guidelines and expectations for remote work arrangements, including communication, productivity, and work hours.

D. Confidentiality Policy

A confidentiality policy is a set of guidelines and rules that a company establishes to protect sensitive and confidential information from unauthorized access, use, or disclosure. This policy outlines the expectations and responsibilities of employees, contractors, and other individuals who have access to the company's confidential information. A well-defined confidentiality policy helps maintain the security and integrity of sensitive data and intellectual property. Here's what a confidentiality policy typically includes:

D.1 Purpose and Scope: Begin the policy with a clear statement of its purpose, emphasizing the importance of safeguarding confidential information to protect the company's interests and maintain trust with clients, partners, and employees.

D.2 Definitions: Define what constitutes "confidential information." This can include proprietary data, trade secrets, financial information, client lists, business strategies, employee records, and any other information that should not be disclosed to unauthorized parties.

D.3 Responsibilities: Outline the responsibilities of employees, contractors, and other individuals who have access to confidential information. This may include requirements for

safeguarding information, using it only for authorized purposes, and reporting any security breaches or potential risks.

D.4 Access Controls: Describe the procedures for granting access to confidential information. This might involve access on a need-to-know basis, using secure passwords, encryption, and other authentication methods.

D.5 Consequences of Violation: Clearly state the consequences of violating the confidentiality policy, which could range from disciplinary actions to legal actions, depending on the severity of the breach.

Confidentiality policies are essential for protecting sensitive information and maintaining trust with stakeholders. It's important to communicate this policy to all employees and ensure they understand their obligations. Additionally, regular training and reminders can help reinforce the importance of confidentiality in the workplace. Legal counsel or compliance professionals should review the policy to ensure it complies with relevant laws and regulations in your jurisdiction.

E. Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal contract between parties that outlines the terms and conditions for sharing confidential information while restricting its disclosure to unauthorized individuals or entities. NDAs are commonly used in business relationships to protect sensitive information, trade secrets, proprietary data, and other confidential materials. Here are the key components typically included in an NDA:

E.1 Definition of Confidential Information: Clearly define what constitutes confidential information. This can encompass a broad range of materials, such as business plans, financial data, technical specifications, customer lists, proprietary software, and more.

E.2 Purpose of Disclosure: Specify the purpose for which the confidential information is being disclosed. This helps establish the context and intention of sharing the information.

E.3 Obligations of the Receiving Party: Outline the responsibilities of the receiving party in safeguarding and protecting the confidential information. This typically includes not disclosing the information to third parties and using it solely for the agreed-upon purpose.

E.4 Consequences of Breach: Detail the consequences of a breach of the NDA, including potential legal actions and remedies that the disclosing party may pursue if the receiving party violates the agreement.

F. Intellectual Property Rights

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Intellectual property rights are legal protections granted to the creators, inventors, and owners of these intangible assets, allowing them to control the use, distribution, and commercial exploitation of their creations. Intellectual property rights are crucial for incentivizing innovation, creativity, and economic growth. There are several types of intellectual property rights:

F.1 Copyright: Copyright protects original literary, artistic, and musical works, as well as software and other forms of creative expression. This includes books, music, paintings, films, software code, and more. Copyright grants the creator the exclusive right to reproduce, distribute, perform, and display their work.

F.2 Trademark: Trademarks are symbols, words, phrases, or designs used to distinguish goods or services of one entity from those of others. Trademarks help consumers identify the source of products and services and protect the reputation and branding of businesses.

F.3 Trade Secret: A trade secret is confidential, proprietary business information that provides a competitive advantage. This can include manufacturing processes, formulas, customer lists, marketing strategies, and more. Trade secrets are protected through confidentiality agreements and non-disclosure agreements.

F.4 Domain Names: While not a traditional form of intellectual property, domain names are unique web addresses that identify websites. Disputes over domain names can involve trademark issues and are often resolved through legal means or arbitration.

Intellectual property rights provide legal mechanisms for creators and inventors to protect their innovations, creations, and investments. Properly managing and protecting intellectual property is crucial for businesses to maintain a competitive edge and avoid legal disputes. However, the specifics of intellectual property laws can vary by country and jurisdiction, so it's important to seek legal advice to ensure compliance and protection of your intellectual property assets.

G. An Arbitration Clause

An arbitration clause is a contractual provision that outlines an agreement between parties to resolve disputes through arbitration rather than going to court. Arbitration is a private, alternative dispute resolution process where a neutral third party (an arbitrator or a panel of arbitrators) reviews the evidence and arguments presented by both sides and makes a binding decision.
Arbitration clauses are commonly included in various types of agreements, such as contracts, commercial agreements, employment agreements, and consumer agreements.

G.1 An arbitration clause is a provision in a contract that mandates that disagreements between the parties be settled by arbitration. Even though such a clause might not demand that arbitration take place in a certain country, It always obligates the parties to use an alternative dispute resolution method, such as office dispute resolution.

G.2 Disputes arising out of or in connection with this Agreement, including those relating to its existence, validity, interpretation, performance, breach, or termination, as well as those relating to non-contractual obligations, shall be resolved in favour of the prevailing party. According to the terms of the Arbitration and Conciliation Act, 1996 of India, obligations arising out of or connected to it that cannot be settled by peaceful negotiations shall be referred to and ultimately resolved by arbitration. The arbitration proceeding shall be held at CYTC Security Pvt Ltd, 25/28, Upper Ground Floor, Near Central Hospital Single Storey, Tilak Nagar, New Delhi - 110018. Three arbitrations will make up the arbitration tribunal. Each side will choose one arbitrator, and once two arbitrators have been chosen, the umpire will be chosen by the third arbitrator. The arbitration proceedings must be held in Hindi or English.

H. Compensation

H.1 Your Monthly Stipend in 10k for Six Months, After review we will increase your salary

Designation: SEO Trainee

Name: Varun Papnai
Adhaar Card: 6344 4032 7565

Date: 18th Feb 2026

Signature:

Regards

Pankaj Yadav, CEO





CYTC Security Pvt Ltd

18th Feb 2026

Manmohan Sharma

Address: C-45, Gali No 3, Kanti Nagar Extn, Krishna Nagar, District Gandhi Nagar, East Delhi - 110051

Dear Manmohan Sharma,

Further to our discussion, we have the pleasure of Joining **CYTC Security Private Limited** the terms of your reference are given below:

A. Appointment

A.1 During your employment, you will be governed by rules, regulations, and other company policies as enforced and may be amended occasionally.

A.2 You are required to report to our Tilak Nagar Office, New Delhi.

B. Probation Period

A probation period is a designated period at the beginning of an employment relationship during which the employee's performance, behaviour, and suitability for the position are evaluated by the employer. This period serves as a trial period for both the employee and the employer to assess whether the job is a good fit for the employee and whether the employee meets the company's expectations.

Here are some key points to understand about a probation period:

B.1 Duration: The duration of your Probation Period is 4 Months

B.2 Notice Period: You have to serve 30 working days notice period, but in case of buyback, you have to serve 15 days notice period with completing all your responsibilities and 15 days of your payment in the form of Cheque or DD in Favour of **CYTC Security Pvt Ltd.**

B.2 Evaluation: Throughout the probation period, the employee's work performance, behaviour, adaptability, and adherence to company policies are evaluated. Regular check-ins, feedback sessions, and performance reviews may be conducted to assess progress.

B.3 Training and Orientation: Many companies provide additional training and orientation during the probation period to help the employee become familiar with the company's processes, systems, and expectations.

B.4 Extension or Confirmation: At the end of the probation period, the employer will evaluate the employee's performance. If the employee meets or exceeds expectations, the probationary period may end, and the employee becomes a permanent member of the organization. If the employee's performance is not satisfactory, the probation period may be extended or, in some cases, the employment may be terminated.

B.5 Benefits and Rights: Employees on probation typically have access to the same benefits and rights as permanent employees, but the company may reserve the right to modify or terminate these benefits if necessary.

B.6 Termination: During the probation period, if the employee's performance or behaviour is consistently below expectations or doesn't align with the company's values, the company may decide to terminate the employment with shorter notice than would be required for permanent employees.

B.7 Communication: Clear communication of expectations and feedback is essential during the probation period. Regular check-ins between the employee and their supervisor can help the employee understand their progress and areas for improvement.

Both employers and employees need to understand the terms and expectations of the probation period, as well as any documentation, policies, and procedures associated with it. Employers should provide clear guidance to employees about the company's performance expectations, while employees should use the probation period as an opportunity to demonstrate their skills and dedication to the role.

Remember that labour laws and regulations regarding probation periods can vary by country and jurisdiction, so it's advisable to consult local employment laws or seek legal advice to ensure compliance.

C. Employment Policy

An employment policy is a set of guidelines and rules established by a company to outline the terms and conditions of employment for its workforce. These policies cover various aspects of the employment relationship and help create a clear and consistent framework for both employees and the organization. Employment policies typically address matters such as working conditions, compensation, benefits, code of conduct, performance expectations, and more. Here are some common components of an employment policy:

C.1 Equal Employment Opportunity (EEO) Policy: This policy ensures that the company provides equal employment opportunities to all individuals regardless of their race, colour, religion, sex, national origin, age, disability, or other protected characteristics. It emphasizes a commitment to diversity and inclusivity in hiring and promotion processes.

C.2 Code of Conduct and Ethics: This policy outlines the expected behaviour and ethical standards for employees within the workplace. It covers topics such as honesty, integrity, respect, harassment, discrimination, and conflict of interest.

C.3 Anti-Harassment and Anti-Discrimination Policy: This policy prohibits any form of harassment, including sexual harassment, and emphasizes the company's commitment to maintaining a respectful and inclusive work environment free from discrimination.

C.4 Compensation and Benefits Policy: his policy explains how compensation is determined, including salary, bonuses, incentives, and benefits such as health insurance, retirement plans, and leave policies. It also addresses issues related to overtime, pay schedules, and any other compensation-related matters.

C.5 Work Hours and Attendance: This policy outlines the standard work hours, attendance expectations, and procedures for requesting time off, sick leave, and vacation.

C.6 Performance Management and Evaluation: This policy describes the process of performance reviews, feedback, and goal-setting. It outlines how employees' performance will be evaluated, and how promotions and career advancement opportunities are determined.

C.7 Health and Safety: This policy outlines the company's commitment to providing a safe and healthy work environment for employees. It covers safety protocols, procedures for reporting hazards, and guidelines for addressing workplace accidents and injuries.

C.8 Data Privacy and Security: This policy addresses how employee data is collected, stored, and used by the company. It outlines the measures taken to protect employees' personal and sensitive information.

C.9 Social Media and Communication: This policy provides guidelines on how employees should use social media and other communication channels about their employment. It may address appropriate online behaviour, confidentiality, and company representation.

C.10 Remote Work and Telecommuting: If applicable, this policy outlines the guidelines and expectations for remote work arrangements, including communication, productivity, and work hours.

D. Confidentiality Policy

A confidentiality policy is a set of guidelines and rules that a company establishes to protect sensitive and confidential information from unauthorized access, use, or disclosure. This policy outlines the expectations and responsibilities of employees, contractors, and other individuals who have access to the company's confidential information. A well-defined confidentiality policy helps maintain the security and integrity of sensitive data and intellectual property. Here's what a confidentiality policy typically includes:

D.1 Purpose and Scope: Begin the policy with a clear statement of its purpose, emphasizing the importance of safeguarding confidential information to protect the company's interests and maintain trust with clients, partners, and employees.

D.2 Definitions: Define what constitutes "confidential information." This can include proprietary data, trade secrets, financial information, client lists, business strategies, employee records, and any other information that should not be disclosed to unauthorized parties.

D.3 Responsibilities: Outline the responsibilities of employees, contractors, and other individuals who have access to confidential information. This may include requirements for

safeguarding information, using it only for authorized purposes, and reporting any security breaches or potential risks.

D.4 Access Controls: Describe the procedures for granting access to confidential information. This might involve access on a need-to-know basis, using secure passwords, encryption, and other authentication methods.

D.5 Consequences of Violation: Clearly state the consequences of violating the confidentiality policy, which could range from disciplinary actions to legal actions, depending on the severity of the breach.

Confidentiality policies are essential for protecting sensitive information and maintaining trust with stakeholders. It's important to communicate this policy to all employees and ensure they understand their obligations. Additionally, regular training and reminders can help reinforce the importance of confidentiality in the workplace. Legal counsel or compliance professionals should review the policy to ensure it complies with relevant laws and regulations in your jurisdiction.

E. Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal contract between parties that outlines the terms and conditions for sharing confidential information while restricting its disclosure to unauthorized individuals or entities. NDAs are commonly used in business relationships to protect sensitive information, trade secrets, proprietary data, and other confidential materials. Here are the key components typically included in an NDA:

E.1 Definition of Confidential Information: Clearly define what constitutes confidential information. This can encompass a broad range of materials, such as business plans, financial data, technical specifications, customer lists, proprietary software, and more.

E.2 Purpose of Disclosure: Specify the purpose for which the confidential information is being disclosed. This helps establish the context and intention of sharing the information.

E.3 Obligations of the Receiving Party: Outline the responsibilities of the receiving party in safeguarding and protecting the confidential information. This typically includes not disclosing the information to third parties and using it solely for the agreed-upon purpose.

E.4 Consequences of Breach: Detail the consequences of a breach of the NDA, including potential legal actions and remedies that the disclosing party may pursue if the receiving party violates the agreement.

F. Intellectual Property Rights

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Intellectual property rights are legal protections granted to the creators, inventors, and owners of these intangible assets, allowing them to control the use, distribution, and commercial exploitation of their creations. Intellectual property rights are crucial for incentivizing innovation, creativity, and economic growth. There are several types of intellectual property rights:

F.1 Copyright: Copyright protects original literary, artistic, and musical works, as well as software and other forms of creative expression. This includes books, music, paintings, films, software code, and more. Copyright grants the creator the exclusive right to reproduce, distribute, perform, and display their work.

F.2 Trademark: Trademarks are symbols, words, phrases, or designs used to distinguish goods or services of one entity from those of others. Trademarks help consumers identify the source of products and services and protect the reputation and branding of businesses.

F.3 Trade Secret: A trade secret is confidential, proprietary business information that provides a competitive advantage. This can include manufacturing processes, formulas, customer lists, marketing strategies, and more. Trade secrets are protected through confidentiality agreements and non-disclosure agreements.

F.4 Domain Names: While not a traditional form of intellectual property, domain names are unique web addresses that identify websites. Disputes over domain names can involve trademark issues and are often resolved through legal means or arbitration.

Intellectual property rights provide legal mechanisms for creators and inventors to protect their innovations, creations, and investments. Properly managing and protecting intellectual property is crucial for businesses to maintain a competitive edge and avoid legal disputes. However, the specifics of intellectual property laws can vary by country and jurisdiction, so it's important to seek legal advice to ensure compliance and protection of your intellectual property assets.

G. An Arbitration Clause

An arbitration clause is a contractual provision that outlines an agreement between parties to resolve disputes through arbitration rather than going to court. Arbitration is a private, alternative dispute resolution process where a neutral third party (an arbitrator or a panel of arbitrators) reviews the evidence and arguments presented by both sides and makes a binding decision.
Arbitration clauses are commonly included in various types of agreements, such as contracts, commercial agreements, employment agreements, and consumer agreements.

G.1 An arbitration clause is a provision in a contract that mandates that disagreements between the parties be settled by arbitration. Even though such a clause might not demand that arbitration take place in a certain country, It always obligates the parties to use an alternative dispute resolution method, such as office dispute resolution.

G.2 Disputes arising out of or in connection with this Agreement, including those relating to its existence, validity, interpretation, performance, breach, or termination, as well as those relating to non-contractual obligations, shall be resolved in favour of the prevailing party. According to the terms of the Arbitration and Conciliation Act, 1996 of India, obligations arising out of or connected to it that cannot be settled by peaceful negotiations shall be referred to and ultimately resolved by arbitration. The arbitration proceeding shall be held at CYTC Security Pvt Ltd, 25/28, Upper Ground Floor, Near Central Hospital Single Storey, Tilak Nagar, New Delhi - 110018. Three arbitrations will make up the arbitration tribunal. Each side will choose one arbitrator, and once two arbitrators have been chosen, the umpire will be chosen by the third arbitrator. The arbitration proceedings must be held in Hindi or English.

H. Compensation

H.1 Your Monthly Stipend in 10k for Six Months, After review we will increase your salary

Designation: SEO Trainee

Name: Manmohan Sharma
Adhaar Card: 6344 4032 7565

Date: 18th Feb 2026

Signature:

Regards

Pankaj Yadav, CEO



CYTC Security Pvt Ltd

18th Feb 2026

Shubham Sharma

Address: C-45, Gali No 3, Kanti Nagar Extn, Krishna Nagar, District Gandhi Nagar, East Delhi - 110051

Dear Shubham Sharma,

Further to our discussion, we have the pleasure of Joining **CYTC Security Private Limited** the terms of your reference are given below:

A. Appointment

A.1 During your employment, you will be governed by rules, regulations, and other company policies as enforced and may be amended occasionally.

A.2 You are required to report to our Tilak Nagar Office, New Delhi.

B. Probation Period

A probation period is a designated period at the beginning of an employment relationship during which the employee's performance, behaviour, and suitability for the position are evaluated by the employer. This period serves as a trial period for both the employee and the employer to assess whether the job is a good fit for the employee and whether the employee meets the company's expectations.

Here are some key points to understand about a probation period:

B.1 Duration: The duration of your Probation Period is 4 Months

B.2 Notice Period: You have to serve 30 working days notice period, but in case of buyback, you have to serve 15 days notice period with completing all your responsibilities and 15 days of your payment in the form of Cheque or DD in Favour of **CYTC Security Pvt Ltd.**

B.2 Evaluation: Throughout the probation period, the employee's work performance, behaviour, adaptability, and adherence to company policies are evaluated. Regular check-ins, feedback sessions, and performance reviews may be conducted to assess progress.

B.3 Training and Orientation: Many companies provide additional training and orientation during the probation period to help the employee become familiar with the company's processes, systems, and expectations.

B.4 Extension or Confirmation: At the end of the probation period, the employer will evaluate the employee's performance. If the employee meets or exceeds expectations, the probationary period may end, and the employee becomes a permanent member of the organization. If the employee's performance is not satisfactory, the probation period may be extended or, in some cases, the employment may be terminated.

B.5 Benefits and Rights: Employees on probation typically have access to the same benefits and rights as permanent employees, but the company may reserve the right to modify or terminate these benefits if necessary.

B.6 Termination: During the probation period, if the employee's performance or behaviour is consistently below expectations or doesn't align with the company's values, the company may decide to terminate the employment with shorter notice than would be required for permanent employees.

B.7 Communication: Clear communication of expectations and feedback is essential during the probation period. Regular check-ins between the employee and their supervisor can help the employee understand their progress and areas for improvement.

Both employers and employees need to understand the terms and expectations of the probation period, as well as any documentation, policies, and procedures associated with it. Employers should provide clear guidance to employees about the company's performance expectations, while employees should use the probation period as an opportunity to demonstrate their skills and dedication to the role.

Remember that labour laws and regulations regarding probation periods can vary by country and jurisdiction, so it's advisable to consult local employment laws or seek legal advice to ensure compliance.

C. Employment Policy

An employment policy is a set of guidelines and rules established by a company to outline the terms and conditions of employment for its workforce. These policies cover various aspects of the employment relationship and help create a clear and consistent framework for both employees and the organization. Employment policies typically address matters such as working conditions, compensation, benefits, code of conduct, performance expectations, and more. Here are some common components of an employment policy:

C.1 Equal Employment Opportunity (EEO) Policy: This policy ensures that the company provides equal employment opportunities to all individuals regardless of their race, colour, religion, sex, national origin, age, disability, or other protected characteristics. It emphasizes a commitment to diversity and inclusivity in hiring and promotion processes.

C.2 Code of Conduct and Ethics: This policy outlines the expected behaviour and ethical standards for employees within the workplace. It covers topics such as honesty, integrity, respect, harassment, discrimination, and conflict of interest.

C.3 Anti-Harassment and Anti-Discrimination Policy: This policy prohibits any form of harassment, including sexual harassment, and emphasizes the company's commitment to maintaining a respectful and inclusive work environment free from discrimination.

C.4 Compensation and Benefits Policy: his policy explains how compensation is determined, including salary, bonuses, incentives, and benefits such as health insurance, retirement plans, and leave policies. It also addresses issues related to overtime, pay schedules, and any other compensation-related matters.

C.5 Work Hours and Attendance: This policy outlines the standard work hours, attendance expectations, and procedures for requesting time off, sick leave, and vacation.

C.6 Performance Management and Evaluation: This policy describes the process of performance reviews, feedback, and goal-setting. It outlines how employees' performance will be evaluated, and how promotions and career advancement opportunities are determined.

C.7 Health and Safety: This policy outlines the company's commitment to providing a safe and healthy work environment for employees. It covers safety protocols, procedures for reporting hazards, and guidelines for addressing workplace accidents and injuries.

C.8 Data Privacy and Security: This policy addresses how employee data is collected, stored, and used by the company. It outlines the measures taken to protect employees' personal and sensitive information.

C.9 Social Media and Communication: This policy provides guidelines on how employees should use social media and other communication channels about their employment. It may address appropriate online behaviour, confidentiality, and company representation.

C.10 Remote Work and Telecommuting: If applicable, this policy outlines the guidelines and expectations for remote work arrangements, including communication, productivity, and work hours.

D. Confidentiality Policy

A confidentiality policy is a set of guidelines and rules that a company establishes to protect sensitive and confidential information from unauthorized access, use, or disclosure. This policy outlines the expectations and responsibilities of employees, contractors, and other individuals who have access to the company's confidential information. A well-defined confidentiality policy helps maintain the security and integrity of sensitive data and intellectual property. Here's what a confidentiality policy typically includes:

D.1 Purpose and Scope: Begin the policy with a clear statement of its purpose, emphasizing the importance of safeguarding confidential information to protect the company's interests and maintain trust with clients, partners, and employees.

D.2 Definitions: Define what constitutes "confidential information." This can include proprietary data, trade secrets, financial information, client lists, business strategies, employee records, and any other information that should not be disclosed to unauthorized parties.

D.3 Responsibilities: Outline the responsibilities of employees, contractors, and other individuals who have access to confidential information. This may include requirements for

safeguarding information, using it only for authorized purposes, and reporting any security breaches or potential risks.

D.4 Access Controls: Describe the procedures for granting access to confidential information. This might involve access on a need-to-know basis, using secure passwords, encryption, and other authentication methods.

D.5 Consequences of Violation: Clearly state the consequences of violating the confidentiality policy, which could range from disciplinary actions to legal actions, depending on the severity of the breach.

Confidentiality policies are essential for protecting sensitive information and maintaining trust with stakeholders. It's important to communicate this policy to all employees and ensure they understand their obligations. Additionally, regular training and reminders can help reinforce the importance of confidentiality in the workplace. Legal counsel or compliance professionals should review the policy to ensure it complies with relevant laws and regulations in your jurisdiction.

E. Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal contract between parties that outlines the terms and conditions for sharing confidential information while restricting its disclosure to unauthorized individuals or entities. NDAs are commonly used in business relationships to protect sensitive information, trade secrets, proprietary data, and other confidential materials. Here are the key components typically included in an NDA:

E.1 Definition of Confidential Information: Clearly define what constitutes confidential information. This can encompass a broad range of materials, such as business plans, financial data, technical specifications, customer lists, proprietary software, and more.

E.2 Purpose of Disclosure: Specify the purpose for which the confidential information is being disclosed. This helps establish the context and intention of sharing the information.

E.3 Obligations of the Receiving Party: Outline the responsibilities of the receiving party in safeguarding and protecting the confidential information. This typically includes not disclosing the information to third parties and using it solely for the agreed-upon purpose.

E.4 Consequences of Breach: Detail the consequences of a breach of the NDA, including potential legal actions and remedies that the disclosing party may pursue if the receiving party violates the agreement.

F. Intellectual Property Rights

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Intellectual property rights are legal protections granted to the creators, inventors, and owners of these intangible assets, allowing them to control the use, distribution, and commercial exploitation of their creations. Intellectual property rights are crucial for incentivizing innovation, creativity, and economic growth. There are several types of intellectual property rights:

F.1 Copyright: Copyright protects original literary, artistic, and musical works, as well as software and other forms of creative expression. This includes books, music, paintings, films, software code, and more. Copyright grants the creator the exclusive right to reproduce, distribute, perform, and display their work.

F.2 Trademark: Trademarks are symbols, words, phrases, or designs used to distinguish goods or services of one entity from those of others. Trademarks help consumers identify the source of products and services and protect the reputation and branding of businesses.

F.3 Trade Secret: A trade secret is confidential, proprietary business information that provides a competitive advantage. This can include manufacturing processes, formulas, customer lists, marketing strategies, and more. Trade secrets are protected through confidentiality agreements and non-disclosure agreements.

F.4 Domain Names: While not a traditional form of intellectual property, domain names are unique web addresses that identify websites. Disputes over domain names can involve trademark issues and are often resolved through legal means or arbitration.

Intellectual property rights provide legal mechanisms for creators and inventors to protect their innovations, creations, and investments. Properly managing and protecting intellectual property is crucial for businesses to maintain a competitive edge and avoid legal disputes. However, the specifics of intellectual property laws can vary by country and jurisdiction, so it's important to seek legal advice to ensure compliance and protection of your intellectual property assets.

G. An Arbitration Clause

An arbitration clause is a contractual provision that outlines an agreement between parties to resolve disputes through arbitration rather than going to court. Arbitration is a private, alternative dispute resolution process where a neutral third party (an arbitrator or a panel of arbitrators) reviews the evidence and arguments presented by both sides and makes a binding decision.
Arbitration clauses are commonly included in various types of agreements, such as contracts, commercial agreements, employment agreements, and consumer agreements.

G.1 An arbitration clause is a provision in a contract that mandates that disagreements between the parties be settled by arbitration. Even though such a clause might not demand that arbitration take place in a certain country, It always obligates the parties to use an alternative dispute resolution method, such as office dispute resolution.

G.2 Disputes arising out of or in connection with this Agreement, including those relating to its existence, validity, interpretation, performance, breach, or termination, as well as those relating to non-contractual obligations, shall be resolved in favour of the prevailing party. According to the terms of the Arbitration and Conciliation Act, 1996 of India, obligations arising out of or connected to it that cannot be settled by peaceful negotiations shall be referred to and ultimately resolved by arbitration. The arbitration proceeding shall be held at CYTC Security Pvt Ltd, 25/28, Upper Ground Floor, Near Central Hospital Single Storey, Tilak Nagar, New Delhi - 110018. Three arbitrations will make up the arbitration tribunal. Each side will choose one arbitrator, and once two arbitrators have been chosen, the umpire will be chosen by the third arbitrator. The arbitration proceedings must be held in Hindi or English.

H. Compensation

H.1 Your Monthly Stipend in 10k for Six Months, After review we will increase your salary

Designation: SEO Trainee

Name: Shubham Sharma
Adhaar Card: 6344 4032 7565

Date: 18th Feb 2026

Signature:

Regards

Pankaj Yadav, CEO



CYTC Security Pvt Ltd

TRUEGROWTH REALTY

Letter Of Intent

Dear Raghav,

We are pleased to inform you that your salary structure will be as follows: During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani

HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Sarthak,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani

HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Bhavar,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani

HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Saba,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Lakshit,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Palak,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear ISHAN JOSHI,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : ISHAN JOSHI

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear Raeaan Roop Singh,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : **Raeaan Roop Singh**

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear Mohd. Miran Ahmed,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : **Mohd. Miran Ahmed**

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear Yuvraj Chaudhary,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : **Yuvraj Chaudhary**

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear Rishi Rathi,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : **Rishi Rathi**

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear Ashmita Grover,

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : ISHAN JOSHI

Candidate's Signature : _____

Date : _____

PurpOseclothing2511@gmail.com
J85 ARDD Complex RK Puram sector - 13,
New Delhi – 110066
8700195028

To,
Rachit James

Subject: Offer Letter – Marketing Trainee

Dear Rachit,

We are pleased to offer you the position of Marketing Trainee at Purpose, with your date of joining being 11th March 2026.

You will be on probation for a period of three (3) months from your date of joining. Upon successful completion of the probation period and based on satisfactory performance, you will be confirmed as a full-time employee with the company.

During your probation period, you will receive a stipend of ₹10,000 (Rupees Ten Thousand only) per month.

All other terms and conditions of your employment will be governed by the policies of Purpose.

Please sign and return a copy of this letter as confirmation of your acceptance of this offer.

We look forward to having you join us and contribute to our journey at Purpose.

Warm regards,

For PURPOSE

Proprietor

JAGANNATH
INTERNATIONAL
MANAGEMENT
SCHOOL

March 11th, 2026

To,

Mr. Frady lal, Proprietor
R.K Puram Sector-13
New Delhi-110066

Sub : No Objection Certificate : Joining of Rachit James

Dear Sir,

At the outset, we express our sincere thanks for offering the job to our student **Mr. Rachit James** in your company as Marketing Trainee. He is a bonafide student of **Jagannath International Management School Kalkaji, New Delhi**. He is pursuing full time BBA (2023-26 batch) affiliated from **Guru Gobind Singh Indraprastha University, New Delhi.**

Here I would also like to introduce **Jagannath International Management School Kalkaji, New Delhi** to you. JIMS, Kalkaji, New Delhi was established in 1997. In its unwavering pursuit of excellence we have emerged as rated as, • 1st Rank in the Category of Outstanding Excellence in the Survey by GHRDC (2023). 7th Best BBA Institute in India, 8th Best BBA Private Institute in India & 6th Best BBA Institute in Northern Region in India. (Times of India-i3RC BBA Institute Ranking Survey 2022) ,17th Best B-School BBA Colleges in India - (India Today Group-MDRA, June, 2024), 8th Best Professional College in India (India Top Professional College Outlook ICARE Ranking 2023) Keeping our resolve to impart outstanding and unmatched academia in mind we have been awarded an NAAC Accredited and ISO: 9001:2015 Quality Certified.

We are pleased to inform you that the Institute has no objection for his joining in the company. However, he will be requiring leaves to appear in mid-term and end-term examinations (Jan-June 2025-26). In addition, he will be required to submit all Assignments, Project Report and fulfill other official requirements to become eligible for award of Degree.

We wish best of luck for all his future endeavors and hope that he will make us proud while working with your company.

Thanks and regards,

11/3/26

Dr. Ruchi Srivastava
HOD

KPMG Resource Centre Private Limited
Building No. 10
5th Floor, Tower C
DLF Cyber City, Phase II
Gurugram – 122 002, Haryana
Telephone +91 124 612 8500

Private & Confidential

22 December 2025

To,

Ridhima Thakur

Congratulations

We thank you for taking the time to attend the interview process of **KPMG Resource Centre Private Limited**. The Firm is a global delivery center for KPMG Member Firms across the globe.

Subsequent to the interview process, we are pleased to confirm our intent to offer you the position of **Audit Associate 1** at **KPMG Resource Centre Private Limited**. Your anticipated joining date is **20 July 2026** at **Gurgaon/Noida** office location. Your appointment is subject to you executing the formal appointment letter from the Firm and the terms and conditions therein.

This letter confirms our intent to offer with respect to your employment, subject to your completing your educational certifications/ degrees and upon receiving and being satisfied, with the background checks on your academic and professional qualification, any criminal records and any judgments relating to debts or insolvency thereof and your residential address falling under coverage of our transport "Hiring Zone".

You agree to keep the terms of the letter confidential and agree not to share them with anyone except your immediate family, and financial and legal advisors.

All of the above, including the compensation components, have been explained to you by the Firm.

Please review this letter and return a signed copy as a token of your acceptance.

Yours sincerely,
For **KPMG Resource Centre Private Limited**

<Authorised Signatory>
Indrani Ghoshal

_____
Accepted and Agreed

_____

© 2025 KPMG Global Services Private Limited, © 2025 KPMG Global Services Management Private Limited, © 2025 KPMG Resource Centre Private Limited and © 2025 KPMG Global Delivery Center Private Limited, (collectively referred to as "KGS") are companies incorporated under the laws of India and member firms of the KPMG global organization of independent member firms affiliated with KPMG International Limited ("KPMG International"), a private English company limited by guarantee. All rights reserved. The KPMG name and logo are registered trademarks or trademarks of KPMG International

CIN U74140HR2005PTC085834

Authorization:

You hereby give explicit consent and authorize the Firm and its third-party agent/s to initiate verification of information provided in your resume and application of employment from the date of signing the letter, to conduct enquiries as may be necessary, at the Firm's discretion. You also authorize former employers, agencies, educational institutes that may have information relevant to your employment/education to disclose it to the Firm or its agents and representatives. You release all persons from liability on account of such disclosure.

You hereby give consent to **KPMG Resource Centre Private Limited** to initiate and conduct the current employment verification post expiry of five working days from accepting the Offer Letter/Letter of Intent or 10 working days before the date of joining as mentioned in the Offer Letter/Letter of Intent, whichever is earlier.

No binding obligation:

Please note that this Letter of Intent is intended to serve only as a mutual expression of the intentions of the parties, and the parties shall not be legally obligated with respect to the contemplated offer unless and until a formal and definitive offer is agreed upon, approved by the authorized company officials, whereupon the provisions of the definitive offer will supersede this Letter of Intent.

Name

Dated

Yours sincerely,
For **KPMG Resource Centre Private Limited**

<Authorised Signatory>
Indrani Ghoshal

_____
Accepted and Agreed
_____

© 2025 KPMG Global Services Private Limited, © 2025 KPMG Global Services Management Private Limited, © 2025 KPMG Resource Centre Private Limited and © 2025 KPMG Global Delivery Center Private Limited, (collectively referred to as "KGS") are companies incorporated under the laws of India and member firms of the KPMG global organization of independent member firms affiliated with KPMG International Limited ("KPMG International"), a private English company limited by guarantee. All rights reserved. The KPMG name and logo are registered trademarks or trademarks of KPMG International

CIN U74140HR2005PTC085834

HABITS 365
GREEK

Dear Devangi,

We are pleased to offer you the position of **DIRECT SALES ASSOCIATE** with Habits 365 Greek on the following terms and conditions.

Start Date	December 22, 2025
Job Title	Direct Sales Associate
Job Responsibilities	• Convert qualified inbound leads generated through our marketing and content funnels • Run targeted outbound email campaigns to build your own sales pipeline • Nurture and expand existing client accounts to increase repeat revenue • Deliver an exceptional customer experience at every touchpoint • Take full ownership of your pipeline while directly contributing to our monthly revenue goals
Probation Period	Your probation period will be **1 month**. We will closely monitor your performance. At the end of this period, we will review your progress to determine whether to continue your employment with us.
Compensation	Your salary will commence at **$800** monthly, paid bi-weekly. Plus uncapped commissions, it will commence after sales goals are achieved. Commission details will be shared with you after joining.
Leave Credits	You are entitled to the following type of leaves and it will be given upon hiring • 10 Paid Leave (PL) • 5 Sick Leave (SL) • 3 Casual Leave (CL)

Working Hours	Your working hours will be as follows: ● Monday to Friday 9:00 AM - 6:00 PM EST ● You shall be entitled to a one-hour lunch break ● Remote

Kindly confirm your acceptance of this offer by signing and returning a copy of this letter by **December 19, 2025 10:00 PM EST.**

We trust that you find this letter satisfactory, and we believe that with your skills and talents, you will contribute greatly to helping the company grow and reach its goals. We hope that this is the beginning of a great career for you at Habits 365 Greek.

If you have any questions or need any clarifications, please don't hesitate to reach out.

Best Regards,

Jared Parnes

Jared Parnes

Confirmation:

Name and signature over printed name

Date: _____

OFFER LETTER

Ref SSSI/HR/Ronak

17th December 2025

Mr. Ronak Jain

Dear Ronak,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to you for the position of **"Executive- Client Relation & Operations"** with our company. Your date of joining with us shall be on **18th December 2025**. We feel confidentand believe you will render the services to the best of your abilities.

1. **EMPLOYMENT SCHEDULE:** In accordance with your employment with **Simran Shri Shri International Pvt. Ltd.,** you shall be assigned to a standard 9-hours shift (graveyard Shift), operating 6 days a week till probation.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your joining. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** Your total Annual Targeted Compensation will be **Rs. 3,06,000/- (Rupees. Three Lakhs Six Thousand Only)**. Please refer to the **Annexure I** for your CTC details. Your Annual Compensation and payments arising out of this are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down byGovernment of India and compensation policies and practices of the company. The salary of the employees joiningafter 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida**. The company may transfer you for work in any of its offices in India – existing or to be opened in future as it may consider necessary in its discretion from time to time. Consequent to such transfer, the rules and regulations of service applicable to such post or at the place of posting will become applicable to you.

5. **NOTICE PERIOD:** 1) During probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 30 days' notice during peak season and 45 days' notice during lean season or payment of gross salary in lieu thereof. However, in case of breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products and services of company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS**: During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business which is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with company is on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure – II.

All other terms and conditions as per Annexure – III.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of the same by 17th December 2025. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,

Authorized Signatory
Pooja Dhaka
(General Manager – CRO)

I acknowledge and accept the terms & conditions of this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Name: Ronak Jain

Date: 17th December 2025

Designation: Executive- Client Relation & Operations

Description	Monthly in INR	Annual in INR
Basic Salary	14,100	1,69,200
House Rent Allowance	5,640	67,680
Special Allowance	3,760	45,120
Fixed Component	**23,500**	**2,82,000**
Company Performance Bonus (CPB)*	2,000	24,000
Cost to the Company (CTC)	**25,500**	**3,06,000**

***CPB is contingent in nature and payable on the basis of review of the performance marks/ratings obtained in monthly scorecard, on 12-month intervals.**

***A night allowance of 2,500 will be provided to on the monthly basis. Only when the employee will be doing night shift.**

CONFIDENTIALITY: Your compensation is highly confidential information of the company and any discussion or disclosure of such information in any circumstances to anybody other than your Departmental Head or HR representative is not permitted.

TAX DEDUCTION: Your compensation is subject to deduction of all applicable taxes under Income Tax laws governed by Government of India and are to be solely borne by the employee.

OTHERS:

I. The company would have the right to amend the compensation breakup at any point of time in line with its policies or governing regulations.
II. Your Compensation is subject to review, at the sole discretion of the company, in accordance with company's policies amended from time to time.
III. The Compensation's review/disbursement etc., if applicable, shall be determined and processed as per the company's policy.

For Simran Shri Shri International Pvt. Ltd.,

Authorized Signatory
Pooja Dhaka
(General Manager - CRO)

I acknowledge and accept the terms & conditions of this offer letter.

Signature:
Name:
Date:

ANNEXURE – II

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – III

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. These terms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have put him/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediate effect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate the employee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employment without fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory for every employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Tanisha 14th January 2026

Tanisha Gupta

Dear Tanisha,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Pranav

14th January 2026

Pranav Pharlia

Dear Pranav,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/Ayushi

14th January 2026

Ayushi Chaudhary

Dear Ayushi,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Archana 14th January 2026

Archana Bhalla

Dear Archana,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

OFFER LETTER

Ref SSSI/HR/ Puneet

14th January 2026

Puneet Manchanda

Dear Puneet,

With reference to your application and subsequent interviews with us, we are pleased to extend an offer to youfor the position of **"Management Trainee"** with our company. Your date of joining with us shall be on **15th January 2026.** We feel confident and believe you will render the services to the best of your abilities.

1. **TRAINING:** You will be on training for a period of **3 months** from the Date of your joining. After reviewing and completion of the successful training period, you shall be offered the post of **Executive.** The separate appointment letter shall be issued in this regard.

2. **PROBATION:** You will be on probation for a period of **3 months** from the date of your training completion. The confirmation or extension of your probation period will be solely based on your performance evaluation at the end of such period and the same will be confirmed in writing to you.

3. **COMPENSATION:** During the training period, you will be paid lump sum amount of **Rs. 17,000/- (Rupees Seventeen Thousand Only)** per month. After reviewing and completion of successful training period, your total Annual Targeted Compensation will be between **Rs. 4,00,000/- to Rs. 5,00,000/- (According toyour performance).** Your Annual Compensation will include Fixed + Individual Performance Bonus + Retention Bonus, and payments arising out of it are subject to changes as per Income Tax rules & regulations which will be in force from time to time as laid down by Government of India and compensation policies and practices of the company. The salary of the employees joining after 20th of any month will be released in the consecutive month.

4. **PLACE OF POSTING:** Your place of posting will be at **Simran Shri Shri International Pvt. Ltd., G-24 1st Floor, Sector 6, Noida.**

5. **NOTICE PERIOD:** 1) During training and probation, either party is liable to terminate the employment by giving 15 days' notice during both peak season and lean season or payment of gross salary in lieu thereof. 2) After confirmation of employment, either party is liable to terminate the employment by giving 45 days' notice during peak season and 30 days' notice during lean season or payment of grosssalary in lieu thereof. In the event that you fail to serve the required notice period, the company reserves the right to initiate legal proceedings against you, at your own risk and responsibility, and you shall beliable for all associated costs and charges. However, in case of a breach of the company's policies & procedures, the company may decide to terminate your services with immediate effect.

6. **POLICIES:** You shall be all the time governed by existing company policies that pertain to your employment and all other policies that are introduced from time to time during your employment.

7. **NON-DISCLOSURE:** As an employee of Simran Shri Shri International Pvt. Ltd., it is likely that you will work on confidential and/or proprietary information related to the operations, products, and servicesof the company along with its clients. To protect the interests of both company and its clients, all employees are required to read and sign Confidentiality & Non-Disclosure Agreement prior to beginning of employment.

8. **NON-COMPETITION:** During the course of your employment with the company and for a period of one year after cessation of your employment, whichever is later, you will not directly or indirectly engage yourself in any of the businesses competing with the business of company.

9. **NON-SOLICITATION OF EMPLOYEES AND CLIENTS:** During the course of your employment with the company and for a period of one year after cessation of your employment, you shall not, directly or indirectly; 1) Solicit any employee of the company on behalf of any other enterprise, nor shall you induce any employee associated with the company to terminate or breach an employment, contractual or other relationship with the company. 2) Disclose to any person, firm or business the names or addresses of any of the customers or clients of the company or any other information pertaining to them. 3) Call on, solicit, take away, or attempt to call on any customer of the company with whom you became acquainted during the term of your employment. 4) Solicit or undertake employment with any client of the company or any other enterprise where you may have represented the company for any project. 5) Own, manage or operate a business that is competitive or likely to be competitive with the present businesses of the company.

10. **EXCLUSIVITY OF SERVICE:** By signing this letter, you agree that your employment with the companyis on an exclusive basis and that, while you are employed with the company, you will not engage with any other person, firm or business activity which is in conflict with your duties and obligations including commitment of time, without prior approval of the company.

11. **AUTHENTICITY OF CREDENTIALS:** This Offer letter and your subsequent appointment in company are subject to the correctness and validity of the information provided by you through your profile and interviews with the company. If any information so provided by you is found to be incorrect at any point of time, then your employment with the company may be terminated with immediate effect depending on the extent of outcomes of the background verification, wherein the company will not be liable to pay for the services rendered during the preceding period. Any damages due to false representation of documents or information to the company shall be paid by you to M/s Simran Shri Shri International Pvt. Ltd. Please ensure to submit the documents as per Annexure — I.

All other terms and conditions as per Annexure – II.

Should you agree to the terms of this Offer Letter, please confirm your acceptance by returning to us the signed copy of thesame by 14th January 2026. We look forward to you joining our company and wish you every success during your employment with us.

For Simran Shri Shri International Pvt. Ltd.,



Authorized Signatory
Pooja Dhaka
(General Manager)

I acknowledge and accept the terms & conditionsof this offer letter.

Signature:
Name:
Date:

ANNEXURE – I

Mandatory Document Checklist

S. No.	Documents	Yes/ No	Remarks
1	2 Passport Size Photographs		
2	Cancelled Cheque		
3	10th Marksheet		
4	12th Marksheet		
5	Graduation		
6	Post-Graduation		
7	Resignation Acceptance (Last Employer)		
8	Relieving or Experience Letter (Last Employer)		
9	Last 3 month's salary slips or Bank Statement		
10	Aadhar Card (Mandatory)		
11	PAN Card (Mandatory)**		
12	Any other documents		

**** Please Note: No amount will be released by Simran Shri Shri International Pvt. Ltd. if the candidate fails to submit a copy of a valid PAN card.**

ANNEXURE – II

Terms and Conditions

The purpose is to set forth terms of employment with Simran Shri Shri International Pvt. Ltd. with absolute clarity. Theseterms are non-negotiable and mandatory for every employee to comply with.

1. **Probation Period:** You shall be on probation for a period of three months from the date of joining. On successful completion of your three months post evaluation of your performance, a letter of confirmation letter shall be issued for continued employment. During the probation period, Simran Shri Shri International Pvt. Ltd. can terminate your services without giving any notice period (case to case basis) if the performance criteria are not met with. Below are the criteria:
    a. In case an employee is found not performing as per the defined KRAs and KPIs, the company will have puthim/her on PIP for period ranging from a week or a month.
    b. In case employee does not show any improvement, the employment may be terminated with immediateeffect without giving any further notice.
    c. The company will not be liable to pay any notice period amount in such case.
    d. The HR would issue the "SHOW CAUSE" letter to employee for the justification of non-performance, if no reply received or if the reply is found without substance, then the company reserves right to terminate theemployee.

2. **Notice Period Buy-Out (if applicable):** In the event that the employee chooses to terminate their employmentwithout fulfilling the stipulated notice period, it is hereby acknowledged and agreed, in accordance with the terms specified in this offer letter, that the employee shall remit the notice period buyout amount, as per the prevailing provisions of the company's exit policy.

3. **Resignation and Notice Period:** The management reserves the right to accept/reject the resignation depending on the requirements of the company. Once the resignation is accepted, serving the notice period is mandatory forevery employee. The final payment settlement would be done after 30 days but within 45 days from employee's last official working day. In case the employee leaves without serving the notice, a strict legal action will be taken by the company also, the employee will not be eligible for any F&F settlement, relieving and experience letters.

The courts at Uttar Pradesh shall have the exclusive jurisdiction in respect of the subject matter of any dispute.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Garvit Kohli

Date: Tuesday, 30th December, 2025

Dear Garvit Kohli,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Aishwarya Goel

Date: Tuesday, 30th December, 2025

Dear Aishwarya Goel,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Kartik Sharma

Date: Tuesday, 30th December, 2025

Dear Kartik Sharma,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

vii) You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
viii) The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.
ix) This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

15. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Noida, Uttar Pradesh. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter. We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company. You are requested to carry the below mentioned documents on your joining date.

a) 10th Mark sheet
b) 12th Mark sheet
c) Graduation/Post Graduation Mark sheet–All semester mark sheets
d) Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate
e) Resume
f) Hireyy's Signed Offer Letter
g) Pan Card
h) Aadhaar Card
i) Voter ID/Passport/Driving License
j) Cancelled Cheque/Bank Statement/Bank Passbook
k) 3 Passport Size Photograph
l) All current & previous companies relieving/experience letter(Only for experienced candidate)
m) Current/Last company's last three months' pay slips (Only for experience candidate)

Yours sincerely,

You Accept This Job Offer by signing here

Human Resource Signature:

This is a system-generated offer letter and does not require an authorized signature.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Hireyy Work and Hire(OPC) Pvt. Ltd. CIN: U85499UP2025OPC21768
UG Floor, Innov8, Graphix Tower-2, Sector 62, Noida – 201309
www.hireyy.com | +91-7440947290 help@hireyy.com | info@hireyy.com

Offer Letter

Name: Satyam Jha

Date: Tuesday, 30th December, 2025

Dear Satyam Jha,

With reference to your application and subsequent discussions, you had with us, we are pleased to offer you an appointment with Hireyy Work and Hire(OPC) Pvt. Ltd, on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **02nd January, 2026**. Your work location would be Noida/Hybrid or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 3 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 7 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after the commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to the validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on the expiry of this Agreement. This offer of employment will be subject to satisfactory performance during training and also subject to the production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon Satisfying the above conditions, for the role of BDA-Direct Sales or 4.94 LPA(3.14 LPA Fixed +1.80 Variable) after the completion of 3 months of working period for the role of BDA-Inside Sales. However, the Company may at its sole discretion and its business requirements decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

Department, Designation & Reporting Manager:
Department: Sales & Marketing
Designation: Business Development Executive

Reporting Manager: Kunal Trivedi

Role Location: Noida/Hybrid

Training Location: Noida/Work From Home/Hybrid

5. **Cost to the Company:** Your compensation is INR 22,000 per month. You are also eligible for a performance pay up to INR 2,00,000 /- based on your targets and performance. Additionally, you will be eligible for a **retention bonus upon successful completion of a 12-month tenure**.

Salary Breakup – During Probation Period

Component	Monthly	Yearly
Basic Pay	22,000	2,64,000
Commitment Bonus	2,500	30,000
Retention Bonus	-	24,000
Variable Pay	12,500	1,50,000
Total Compensation	**37,000**	**4,68,000**

NOTE:

I. The **retention bonus** will be disbursed in **installments over a period of 4–4 months**, as per company policy.
II. The **Commitment Bonus** will be applicable only upon fulfillment of the **criteria defined by the company**.
III. The **variable pay is performance-based** and subject to applicable company policies and performance evaluation.

6. **Deductions**: The Company shall be entitled to deduct from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:
   a) Income tax deducted at source at the rates applicable
   b) Employment / professional taxes;
   c) Dues to the Company, including loans and advances; or
   d) Any other applicable statutory deductions

   The income tax liability with regard to your salary and perks will be your liability and will be governed by the applicable tax laws of the country as applicable from time to time.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

7. a. Subject to provisions for termination set forth below, the term of employment will begin from **02nd January 2026 to 02nd April 2026**. An organization may terminate this Agreement by written notice of 1 month for any reason or for no reason.
   b. You have to serve a minimum of 3 months of the working period from the date of joining. If you want to leave employment within a period of 3 months you should give 1-month prior notice and shall deposit 20,000/- amount before leaving the organization.
   c. The Employee undertakes not to dispute the amount, and shall pay the amount, before requesting for a formal relieving letter from the organization & at the same time organization has full right to initiate appropriate legal proceedings against the Employee in case of breach of this employment agreement.
   d. Attendance Clause: The daily attendance of employees shall be governed by parameters set by their respective managers. Employees are required to fulfill these daily attendance parameters in order to be marked as "Present" for the day. Non-compliance may be treated as absence, which can impact overall performance evaluations and payroll calculations.

8. **Expense Reimbursement:** In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

9. **Company Policies:** You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under the 'Policy calendar share by your HR Team in your and/or the 'Employee Handbook' provided to you.
   i) **Workplace Conduct Clause:** Any instance of creating workplace havoc, which includes but is not limited to disrupting the company's workflow, misconduct, or misbehavior with managers or colleagues, shall be deemed as an act of voluntary resignation by the employee. In such cases, the employee's association with the company will be considered terminated immediately. The Full and Final Settlement (FNF) process in such scenarios will be subject to the company's policies and may result in the FNF outcome, including deductions or withheld benefits, depending on the severity of the case.
   ii) **Full and Final Settlement Clause:** Upon resignation, the Full and Final Settlement (FNF) process will be initiated and completed within 30 to 45 business days, in accordance with the company's internal policies and procedures.
   iii) **Leaves:** You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.
   iv) **Absence from duty:** When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on re-joining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

for more than 4 days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

10. **Termination:** Subject to Clause 2 Your services may be terminated in the following manner: The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
    i) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
    ii) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in future.
    iii) You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non- Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

11. **Confidential Information:** As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, Products, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

12. **Intellectual Property Rights:** All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty- free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

13. **Indemnity:** You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:
    i) Any act or omission by you;
    ii) Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
    iii) Any representation or warranty or information furnished to the Company found to be false;
    iv) Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or Failure to adhere to the standards/specifications/policies of the Company.

14. General Provisions:

i) You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.

ii) You shall endeavour to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.

iii) Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.

iv) During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.

v) You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.

vi) You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.

Disclaimer- Any content of this e-mail and files transmitted along with it, may contain confidential and privileged information of Hireyy Work and Hire(OPC) Pvt. Ltd. and are for the sole use of the addressee/s indicated in this letter. All intellectual property rights in the information shall belong to Hireyy or its respective owners in perpetuity. If you are not the indicated addressee/s and or have received this letter in an error or through other phishing or unauthorized sources, kindly notify the sender by replying to this e-mail immediately. Please destroy this letter and any attachments permanently in that case. You are hereby notified that any dissemination, distribution, copying or unauthorized use of this message and any attachment herewith, is strictly prohibited. Opinions, conclusions, and other information in this message that do not relate to the official business of Hireyy shall be understood as neither given nor endorsed by it. Unless asked specifically in writing by Hireyy, you shall not share any personally identifiable information/ documents over email and Hireyy takes no responsibility for such personally identifiable information shared by you. In the event such information is sought, you shall ensure that the same is shared in an encrypted form and not otherwise. If you are in receipt of any personally identifiable information from Hireyy, you shall comply with the relevant applicable data protection laws and regulations including but not limited to General Data Protection Regulations and shall process such information only as per the relevant applicable data protection laws.

jims

Dolly Sharma <dolly.sharma@jagannath.org>

Fwd: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative

2 messages

Ruchi Singhal <ruchi.singhal@jagannath.org> Mon, Apr 20, 2026 at 12:03 PM
To: Dolly Sharma <dolly.sharma@jagannath.org>

---------- Forwarded message ---------
From: **Laksh Kapoor** <lakshk811@gmail.com>
Date: Wed, Jan 28, 2026 at 3:07 PM
Subject: Fwd: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative
To: <Ruchi.singhal@jagannath.org>

---------- Forwarded message ---------
From: **Aditi Bhardwaj** <bhardwajaditi59@gmail.com>
Date: Wed, 28 Jan 2026 at 10:56 AM
Subject: Re: Selection Confirmation Mail: Wipro BPS: Batch of 2026: Customer Service Representative
To: faizan ahmedansari <ifaizanansari9@gmail.com>
Cc: Naman Seth <namanseth024@gmail.com>, Ramit Bedi <ramit.bedi@wipro.com>, rohansinghal489@gmail.com <rohansinghal489@gmail.com>, Harshsharma8860nrhk@gmail.com <Harshsharma8860nrhk@gmail.com>, akshigupta777@gmail.com <akshigupta777@gmail.com>, Varunm0003@gmail.com <Varunm0003@gmail.com>, ada.goyal2315@gmail.com <ada.goyal2315@gmail.com>, Kashishgangwani444@gmail.com <Kashishgangwani444@gmail.com>, lakshk811@gmail.com <lakshk811@gmail.com>, kanika_ghai@jimsindia.org <kanika_ghai@jimsindia.org>

I accept the offer

On Sun, 25 Jan 2026 at 10:51 PM, faizan ahmedansari <ifaizanansari9@gmail.com> wrote:

> Thanks for the opportunity!
> I accept the offer.
>
> On Sun, 25 Jan 2026 at 10:50 PM, Naman Seth <namanseth024@gmail.com> wrote:
> > I accept the offer.
> >
> > On Fri, 23 Jan 2026 at 4:15 PM, Ramit Bedi <ramit.bedi@wipro.com> wrote:
> > > Dear Candidate,
> > > Greetings from Wipro,
> > >
> > > Congratulations
> > > on getting selected for the role of a Customer Service Representative in a B2B campaign with Wipro HR Services.
> > >
> > > It was a pleasure getting to know you and getting your interview rounds conducted.
> > >
> > > As we move forward, we will be reaching out to you with the next steps regarding your documentation and onboarding formalities.
> > >
> > > As highlighted before, your onboarding with us will be after your final examinations next year, tentatively around June-July.
> > >
> > > Request you to keep a tab on your emails and respective groups to not miss out on any updates.

Please note: More details like your final work location, exact work shift, DOJ will be communicated to you close to your joining date along with a detailed appointment letter.

Your onboarding would be subject to successful clearance of your Background and Transport check.

Thank You,

Regards,

'The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments. WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email. www.wipro.com'

Internal - General Use

--
Dr. Ruchi Singhal,
Associate Professor in I.T.
Jagannath International Management School
(Accredited by NAAC & Affiliated to GGS IP University, Delhi)
Kalkaji, New Delhi - 110070
www.jimskalkaji.com

Visit us at www.jimskalkaji.com, *http://www.jagannath.org*

Follow us on: Facebook : https://www.facebook.com/jagannathkalkaji

Twitter : https://twitter.com/jimskalkaji

Blog: http://blog.jimskalkaji.in/

Instagram: https://www.instagram.com/jims_kj/

LinkedIn: https://www.linkedin.com/company/jims-delhi

Slide Share: http://www.slideshare.net/jimsdelhi

Subscribe our YouTube Channel at:

https://www.youtube.com/user/JIMSKALKAJIDELHI

Ruchi Singhal <ruchi.singhal@jagannath.org> Mon, Apr 20, 2026 at 12:03 PM
To: Dolly Sharma <dolly.sharma@jagannath.org>

[Quoted text hidden]

KLM TECHNOLOGY
& SERVICES
WE CAN SERVE YOU BETTER

KLM TECHNOLOGY & SERVICES

Khasra N0-117, Office no-03, Village Mamura, Gautambuddh Nagar,
Uttar Pradesh-201301
GST No: 09AWMPT8451C1Z2
Contact us on: 9958980836, 9710217809
email: klmtechnologyandservices@gmail.com

Dated: 19-01-2026

Job Joining Letter

Dear, Bhoomika Bisht

We are pleased to inform you that you have been appointed to the position of Account assistant at **"KLM Technology & Services"** effective from **21-01-2026.**
Your employment will be based at **Noida Sector -70,**
and you will report directly to **Mr. Naveen Bisht, (Director)# 9958980836.**

Terms of Employment:

- **Employment Type:** Full-time
- **Working Hours:** 11:00 AM – 6:00 PM, Monday to Saturday.
- **Probation Period:** 3 months.

You are required to bring the following documents on your joining date:

1. **Proof of identity**
2. **Address proof**
3. **Educational certificates**
4. **Experience certificates (if applicable)**
5. **Passport-size photographs**

We expect you to comply with all company policies, rules, and regulations during your employment with us.We warmly welcome you to **"KLM Technology & Services"** and look forward to a successful and rewarding association.

If you have any questions, please feel free to contact us.

Best regards,
Prakash Tripathi #9710217809
Manager
Company Name
KLM Technology & Services
email: klmtechnologyandservices@gmail.com



7S
nserving Power

7S Rajindra Power Saving Solutions
Consulting Electrical Engineers & Govt. Approved Licensed Contractors
(Regd. with DDA, TPDDL, TPC, PWD, EESL)
EC : 50590000000510

ef. No. .....

21-02-2026
Date .....

Dear Mr. Jayate Suji,

We are pleased to offer you the position of **Business Development Associate** at **7S Rajindra Power Saving Solutions**, subject to the terms and conditions outlined below.

Your date of joining will be **TUESDAY, 24rd February 2026**. You will be based at our office and may be required to travel as per business requirements. Your working hours will be from **10:00 AM to 6:30 PM**, six days a week (Monday to Saturday), unless otherwise directed by management.

You will be paid a consolidated salary of **₹40,000** (Rupees Forty Thousand Only) per month. The full amount shall be payable to you on a monthly basis as per company policy and shall be subject to applicable statutory deductions, if any, as per government regulations. No separate salary bifurcation or allowance structure shall apply.

You will be on probation for a period of three (3) months from the date of joining. Upon satisfactory completion of probation, your employment will be confirmed in writing. During your employment, you are expected to maintain the highest standards of professionalism, integrity, and confidentiality.

Your primary responsibilities will include business development activities, identifying new opportunities, client acquisition, relationship management, market research, revenue generation, achieving assigned targets, preparing reports, and any other duties assigned by the management from time to time.

Either party may terminate the employment by giving 30 days' written notice or salary in lieu thereof, during or after the probation period. This offer is subject to verification of your documents and credentials.

Please confirm your acceptance of this offer by signing and returning a copy of this letter.

We look forward to welcoming you to 7S Rajindra Power Saving Solutions and wish you a successful and rewarding career with us.
You will need to submit the following documents on joining:

Office : B-55, G.T. Karnal Road, Industrial Area, Delhi-110033
E-mail : sevensrpss@gmail.com, M.: **9911300615, 9811633315**

7s Rajindra Power Saving Solutions
Consulting Electrical Engineers & Govt. Approved Licensed Contractors
(Regd. with DDA, TPDDL, TPC, PWD, EESL)
EC : 50590000000510

Ref. No. .....

Date .....

- Copies of certificates testifying your educational qualifications from class 10th onwards
- Salary certificate, relieving letter from last employer
- Experience Certificate from your previous employers
- Certificate of Age Proof
- Copy of Aadhar Card
- Copy of PAN Card
- Cancelled Cheque
- Copy of Local Address Proof
- Two copies of recent passport size photograph
- An Income Tax statement / Certificate from your previous employer in fulfilment of your requirement of statue in force.

Thanks and Regards,

RAJINDRA POWER SAVING SOLUTIONS DELHI 7S

S.R. Gulati
Partner
7S Rajindra Power Savings Solutions
B-55 G.T Karnal Road Indl Area.
Delhi 110033

7s Conserving Power

7s Rajindra Power Saving Solutions

Consulting Electrical Engineers & Govt. Approved Licensed Contractors
(Regd. with DDA, TPDDL, TPC, PWD, EESL)
EC : 50590000000510

Date .....

Ref. No. .....

- Copies of certificates testifying your educational qualifications from class 10th onwards
- Salary certificate, relieving letter from last employer
- Experience Certificate from your previous employers
- Certificate of Age Proof
- Copy of Aadhar Card
- Copy of PAN Card
- Cancelled Cheque
- Copy of Local Address Proof
- Two copies of recent passport size photograph
- An Income Tax statement / Certificate from your previous employer in fulfilment of your requirement of statue in force.

Thanks and Regards,

RAJINDRA POWER SAVING SOLUTIONS DELHI 7S

S.R. Gulati
Partner
7S Rajindra Power Savings Solutions
B-55 G.T Karnal Road Indl Area.
Delhi 110033

Office : B-55, G.T. Karnal Road, Industrial Area, Delhi-110033
E-mail : sevensrpss@gmail.com, M.: 9911300615, 9811633315

KING GLOBAL INFRA
DEVELOPERS PVT LTD

9990998990
kingglobalinfradevpvtltd@gmail.com
D43 sector 85
Faridabad

OFFER LETTER

To,

4th February 2026

Naina Gupta

Subject: Job Offer Letter – Sales Department

Dear Naina,

We are pleased to offer you the position of Sales Executive at King global infra developers PVT LTD. We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- Start Date: 10 FEBRUARY, 2026
- Position: Sales Executive
- Department: Sales
- Salary: INR 51,500
- Reporting To: Mr. Mohit Aggarwal, Director
- Location: D-43 BPTP Park view, Sector-85
- Working Hours: Monday to Saturday, 10:00 AM to 5:00 PM

Please sign and return a copy of this letter by 6th FEBRUARY,2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Mohit Aggarwal at kingglobalinfradevpvtltd@gmail.com.
We are excited to have you on board and look forward to working together!

KING GLOBAL INFRA DEVELOPERS PVT. LTD. Authorised Signatory

KING GLOBAL INFRA
DEVELOPERS PVT LTD

9990998990
kingglobalinfradevpvtltd@gmail.com
D43 sector 85
Faridabad

OFFER LETTER

To,

4th February 2026

Tisha Rana

Subject: Job Offer Letter – Sales Department

Dear Tisha,

We are pleased to offer you the position of Sales Executive at King global infra developers PVT LTD. We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- Start Date: 10 FEBRUARY, 2026
- Position: Sales Executive
- Department: Sales
- Salary: INR 51,500
- Reporting To: Mr. Mohit Aggarwal, Director
- Location: D-43 BPTP Park view, Sector-85
- Working Hours: Monday to Saturday, 10:00 AM to 5:00 PM

Please sign and return a copy of this letter by 6th FEBRUARY,2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Mohit Aggarwal at kingglobalinfradevpvtltd@gmail.com.
We are excited to have you on board and look forward to working together!

KING GLOBAL INFRA DEVELOPERS PVT. LTD. Authorised Signatory

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

Asmanjot Singh

Subject: Job Offer Letter – Purchase Department

Dear Asmanjot,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director
7007294882
Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.
Director

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

Nandini Jain

Subject: Job Offer Letter – Purchase Department

Dear Nandini,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director
7007294882
Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.
Director

GLOBAL ELECTRCO METELEC INDUSTRIES PVT LTD

Add: BH-929, 9th Floor, PURI Business Hub, Sector 81, Faridabad, Haryana- 121002

Date: 25 November, 2025

To,

Vidhi Nagpal

Subject: Job Offer Letter – Purchase Department

Dear Vidhi,

We are pleased to offer you the position of **Purchase Manager** at **Global Electrco Metelec Industries PVT LTD** . We are were very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

- **Start Date:** 1 December,2025
- **Position:** Purchase Manager
- **Department:** Purchase
- **Salary:** INR 50000
- **Reporting To:** Mr. Akchhat Kedia, Director
- **Location:** BH-929,PURI Business Hub, Sector-81
- **Working Hours:** Monday to Saturday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 30th November,2025 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Akchhat Kedia at globalelectrcometelec2025@gmail.com.

We are excited to have you on board and look forward to working together!

Best regards,

Akchhat Kedia
Director
7007294882
Global Electrco Metelec Industries PVT LTD

For Global Electrco Metelec Industrics Pvt. Ltd.
Director

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Manisha Chaurasia

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

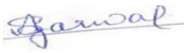
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Prity Jana

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

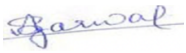
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

Date: 28-01-2026

Samarth Sharma

Offer of Employment

We are delighted to offer you the role of **Business Development Executive**. It is intended for you to commence on 2-Feb-2026

Please read through this letter carefully and indicate your acceptance by signing and retuning a copy of this letter.

Position: Business Development Executive

Duties

- Analyzing and expanding business operations toward sustained growth.
- Monitoring revenue streams and identifying opportunities to increase profitability.
- Evaluating and improving sales, marketing, and branding strategies.
- Performing competitor analysis toward obtaining an increased market share.
- Developing client relationships and strengthening industry partnerships.
- Identifying new clients by researching and creating networking opportunities.
- Negotiating and closing business deals that promote sustained revenue.
- Liaising with Sales, Marketing, and Management to align strategies aimed at increasing revenue.

Location: Proeffico Noida office.

CTC: Rs.4.20 LPA

CTC Component	Amount (Annually)
Basic	INR 195936
HRA	INR 97968
CCA	INR 82896
Employee EPF	INR 21600
Employer EPF	INR 21600
Total	**INR 420000**
In Hand	**INR 376800**

Probation Period: 3 Months

Work Timings: 6 days a week, 9:30AM to 6:30PM

This will be paid monthly and if your mid-year performance exceeds, you will be given an increment.
Your performance shall be reviewed on a KPI driven methodology in which you will be assessed on various parameters yearly and accordingly appraised.

Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

The CTC offered should remain confidential and you should not disclose to your peers as well as customers. You will be paid on monthly basis.

Company Policies
You agree that the Employer's policies, as amended or replaced from time to time shall be binding upon you but shall not form part of your employment contract.

You are expected to abide with policies set by Company's clients as that will be part of your job to support customer needs and align as per customer requirements.

Confidentiality and Intellectual Property
You agree that you will not divulge any of the confidential information or trade secrets of the Company or company's clients to any person or use it for personal use, whether during or after the termination of your employment. I understand that "Confidential Information" means any non-public information that relates to

the actual or anticipated business or research and development of the company and its customers, technical data, trade secrets or anything related to company's products and services.

I will not divulge any confidential information from my previous company as well.

I agree that any third-party information which is used in the company's or its clients solutions shall also be held in the strictest confidence and do not disclose it to any person.
I agree to sign & abide by the Proeffico Non-Disclosure agreement.

Products and Services
Any products and services developed as part of the company's tenure by you shall be considered as companies' intellectual property.

Conflicting Employment
I agree that during my tenure at the company, I will not engage in any other employment, occupation or consulting indirectly/ directly to any of company's clients or competitors.

Disputes
In consideration of my employment with the company, its promise to arbitrate all employment-related disputes and my receipt of the compensation, pay raises and other benefits paid to me by the company, at present and in the future, I agree that any and all controversies, claims, or disputes with anyone (including the company and any employee, officer, director, shareholder or benefit plan of the company in their capacity as such or otherwise) arising out of, relating to, or resulting from my employment with the company or the termination of my employment with the company, including any breach of this agreement, shall be governed by laws of IPC and shall be handled in Gautam Budh Nagar Jurisdiction.

Termination
(a) During your employment, either party may terminate this agreement by providing written notice of 2 months to the other party.

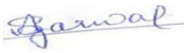
Proeffico Solutions Pvt Ltd
B-23, Third Floor, Sector 67, Noida, UP, 201301
Email: contact@proeffico.com, Phone: +919667796006

(b) Notwithstanding sub-clause (a) above, the Employer may terminate the agreement by notice effective immediately without payment (except salary accrued to the date of termination) where you have committed an act of willful or serious misconduct, are significantly neglectful of your duties, or you are in breach of this agreement.

Acceptance
This Letter of Offer contains the proposed Terms and Conditions of your Employment with the Employer. Please confirm acceptance of the above terms by signing and returning a copy of this letter.

Sincerely,

For Proeffico Solutions Pvt Ltd.
B23 , Third Floor, Sector 67, Noida, 201301



Saurabh Agarwal
Director
Date:28/01/2026

I hereby accept the above terms and conditions.

Signature
Name:
Date:
Place:

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Akshay Kumar <akshayyku@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Akshay Kumar <akshayyku@gmail.com>

Dear Akshay Kumar
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Mr. Akshay Kumar A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Vanyya Mehta <vanyyamehta@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Vanyya Mehta <Vanyyamehta@gmail>

Dear Vanyya Mehta
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Miss.Vanyya Mehta A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

jims

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Ashish Pradhan <ashish4pradhan07@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Ashish Pradhan <ashish4pradhan07@gmail.com>

Dear Ashish Pradhan
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Mr. Ashish Pradhan A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

Fwd: offer letter

1 message

Arnesh Mathur<jhanakmathur06@gmail.com> Thu, Feb 12, 2026 at 11:46 AM
To: BBA STAFF KALKAJI <bbastaff.kj@jagannath.org>

---------- Forwarded message ---------
From: **Sangeeta inteligenes** <sangeeta.inteligenes@gmail.com>
Date: Wed, 11 Feb, 2026, 17:53
Subject: offer letter
To: Arnesh Mathur <jhanakmathur06@gmail.com>

Dear Arnesh Mathur
Dated: - 10-02-2026

Congratulations! We are pleased to confirm you have been selected to work for InteliGenes Technologies. We are delighted to make you the following job offer. The position we are offering you is French Trainer (OFFLINE/ ONLINE) at a fixed salary of Rs.26,000/-per month inclusive of all allowances. Salary will be dispersed on 11th - 15th of every month.

This position reports to InteliGenes Technologies Management. Your working hours will be from (10 Am to 7 Pm 6 days in a week). Your probation (or Provisional) Period will be of 2 Months i.e. from 10/02/2026 to 10/04/2026. In the probation period you cannot leave the job in any circumstances. Due to any circumstances if you wish to resign after 2 months of probation period, you are supposed to give 2months prior notice to InteliGenes Technologies Management, your full and final payment of notice period will be provided after 60 working days from the last day of working.

A. you shall serve a Notice Period of a minimum of 60days in advance to the inteliGenes Management.

B. Non-compliance of A shall have an adverse effect and Rs.5,00,000 is chargeable.

C. In addition to B, the last salary shall be seized by the authorities. Post Probation Period is successfully over you will be asked to Post probation period is successfully over you will be asked to sign permanent contract letter of 1 year.

We would like you to start work on 10-02-2026 AT 10:00 AM. Please report to Mrs. Sangeeta for documentation and orientation. Companies can terminate your services without any prior notice if your performance is not found satisfactory or any other fraud against the company. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to management to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Company and look forward to working with you.

Mr. Arnesh Mathur A agrees to perform any other necessary tasks that may be required, and that have been deemed reasonable for an employee of that title and assigned by the management at any given point of time.

Sincerely,

For InteliGenes Technologies LLP,

(Authorized Signatory)

Sangeeta Sabharwal

Xpressviews

03rd February 2026

Mr. Yashvardhan Singh Bhati

OFFER OF APPOINTMENT

Dear Mr. Yashvardhan,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Xpressviews

03rd February 2026

Ms. Riya Singh

OFFER OF APPOINTMENT

Dear Ms. Riya,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Xpressviews

03rd February 2026

Ms. Ashish Panwar

OFFER OF APPOINTMENT

Dear Mr. Ashish,

With reference to your application for an employment with Xpressviews and the subsequent discussions, we are pleased to offer you the role of **Business Development Associate**. We anticipate that you will commence Your employment with us at the earliest but not later than **3rd February 2026** failing which this offer shall stand withdrawn automatically. However, the company reserves the right to change the Date of Joining with prior intimation to you.

Listed below is the summary of this offer:

Position Offered	Business Development Associate
Job Location	Okhla Phase 3
Probation Period	3 Months
Annual (In hand) Salary	INR 2,76,000

This Offer Letter is confidential in nature and the contents of this Offer Letter or any part thereof are to be kept in strict confidence by you. The Company may verify the information and documents submitted by you. It may please be noted that if any of the information or documents furnished by you is found to be false, misleading, or incorrect, or you do not co-operate in the verification process, the company reserves the right to revoke this offer with immediate effect without any notice or compensation.

This offer is valid only for one working day from the date of issuance of this letter and shall automatically revoked unless revised by the Company. Please indicate your acceptance of this offer by returning the **signed copy of this offer letter within one working day.**

This letter is an offer only and shall not be considered as contract of employment between you and the Company even after acceptance of this offer until the date you present yourself for employment at the designated office of the Company (i.e. 3rd February 2026) and sign and submit the copy of the Terms & Conditions of Employment.

Looking forward to your being a valuable member of the Xpressviews family.

Regards
Team
Xpressviews

Offer Letter

Date: 02.01.2026

Mr. Hriday Khanchandani
93, ACK Girinagar Kalkaji
New Delhi-110019

Subject: Offer letter for the position of Management Trainee

Dear Hriday,

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Management Trainee**" in our Company.

You would be entitled for INR 1,98,000 /- (One Lakh Ninety-Eight Thousand Rupees only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management. Your compensation would include all the heads mentioned below:

1. Basic Salary:
2. H.R.A. / Accommodation:
3. Special Allowance:
4. Leave Travel Assistance: As per policy.

5. Domiciliary Medical Expenses: As per policy.

6. Hospitalization: As per policy

7. Provident Fund: As per policy.

8. Gratuity: As per policy.

9. Gratuity: As per policy.

10.1: You may also be entitled to employee stock options (ESOPs) of the company in parts provided the milestones accomplished decided between you and the company. The performance would be evaluated by the management based on the tasks given in every 06 (Six) months your eligible shares may be transferred to your respective account on pro rata basis. The entire equity shall return back to the origin account in case of any breach of contract or nonperformance under this agreement. (The ESOP option is only for the employees who complete their 05 years in the company and the management has to submit no objection declaration for such cases). The KPI and JD are attached in Annexure-A

11. Corporate Attire: You will be required to carry the company's attire (Brand Jersey/Uniform) throughout the official work. The Company will provide such attire and will contribute 50% of amount for the attire, the balance will be deducted from your salary.

12. **a)** This order of appointment can be terminated on either side by giving One month´ notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 1 months´ notice in writing or an equivalent of one month´ salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at Delhi-NCR and report to the respective business head or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the 'Citiskape Group'. You may also be assigned such other duties as may become Citiskape at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the **Secrecy Agreement** upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than 10th October 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.
Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Annexure-A

KPI OF KEY PERFORMANCE INDICATORS AND JOB DESCRIPTION

Being a Management Trainee in the company you shall be responsible and accountable for the below mentioned responsibilities. Your performance would also be evaluated on the achievement of these parameters:

1. Maintain and update daily MIS (Management Information System) reports with accuracy and timeliness.
2. Monitor financial data, expenses, and reports, and coordinate with the finance team for reconciliations and compliance.
3. Keep a close watch on financial transactions and operational costs to ensure process efficiency.
4. Provide technical support for day-to-day system, software, and basic IT-related issues.
5. Coordinate with internal teams to resolve technical and system-related queries smoothly.
6. Ensure proper documentation and reporting of financial and technical activities.
7. Support management with data analysis and operational insights as required.

Best Regards,

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Offer Letter

Date: 02.01.2026

Ms. Akansha Srivastava
93, ACK Girinagar Kalkaji
New Delhi-110019

Subject: Offer letter for the position of Management Trainee

Dear Akansha,

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Management Trainee**" in our Company.

You would be entitled for INR 1,98,000 /- (One Lakh Ninety-Eight Thousand Rupees only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management. Your compensation would include all the heads mentioned below:

1. Basic Salary:
2. H.R.A. / Accommodation:
3. Special Allowance:
4. Leave Travel Assistance: As per policy.

5. Domiciliary Medical Expenses: As per policy.

6. Hospitalization: As per policy

7. Provident Fund: As per policy.

8. Gratuity: As per policy.

9. Gratuity: As per policy.

10.1: You may also be entitled to employee stock options (ESOPs) of the company in parts provided the milestones accomplished decided between you and the company. The performance would be evaluated by the management based on the tasks given in every 06 (Six) months your eligible shares may be transferred to your respective account on pro rata basis. The entire equity shall return back to the origin account in case of any breach of contract or nonperformance under this agreement. (The ESOP option is only for the employees who complete their 05 years in the company and the management has to submit no objection declaration for such cases). The KPI and JD are attached in Annexure-A

11. Corporate Attire: You will be required to carry the company's attire (Brand Jersey/Uniform) throughout the official work. The Company will provide such attire and will contribute 50% of amount for the attire, the balance will be deducted from your salary.

12. **a)** This order of appointment can be terminated on either side by giving One month´ notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 1 months´ notice in writing or an equivalent of one month´ salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at Delhi-NCR and report to the respective business head or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the 'Citiskape Group'. You may also be assigned such other duties as may become Citiskape at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the **Secrecy Agreement** upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than 10th October 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.
Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Annexure-A

KPI OF KEY PERFORMANCE INDICATORS AND JOB DESCRIPTION

Being a Management Trainee in the company you shall be responsible and accountable for the below mentioned responsibilities. Your performance would also be evaluated on the achievement of these parameters:

1. Maintain and update daily MIS (Management Information System) reports with accuracy and timeliness.
2. Monitor financial data, expenses, and reports, and coordinate with the finance team for reconciliations and compliance.
3. Keep a close watch on financial transactions and operational costs to ensure process efficiency.
4. Provide technical support for day-to-day system, software, and basic IT-related issues.
5. Coordinate with internal teams to resolve technical and system-related queries smoothly.
6. Ensure proper documentation and reporting of financial and technical activities.
7. Support management with data analysis and operational insights as required.

Best Regards,

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Offer Letter

Date: 02.01.2026

Mr. Priyanshu Ahuja
93, ACK Girinagar Kalkaji
New Delhi-110019

Subject: Offer letter for the position of Management Trainee

Dear Priyanshu,

This has reference to the discussions you had with us. We are pleased to offer you the position of "**Management Trainee**" in our Company.

You would be entitled for INR 1,98,000 /- (One Lakh Ninety-Eight Thousand Rupees only) per annum. You will be entitled to further review of your compensation as per the company practice. This will be linked to your performance and will be at the discretion of the management. Your compensation would include all the heads mentioned below:

1. Basic Salary:
2. H.R.A. / Accommodation:
3. Special Allowance:
4. Leave Travel Assistance: As per policy.

5. Domiciliary Medical Expenses: As per policy.

6. Hospitalization: As per policy

7. Provident Fund: As per policy.

8. Gratuity: As per policy.

9. Gratuity: As per policy.

10.1: You may also be entitled to employee stock options (ESOPs) of the company in parts provided the milestones accomplished decided between you and the company. The performance would be evaluated by the management based on the tasks given in every 06 (Six) months your eligible shares may be transferred to your respective account on pro rata basis. The entire equity shall return back to the origin account in case of any breach of contract or nonperformance under this agreement. (The ESOP option is only for the employees who complete their 05 years in the company and the management has to submit no objection declaration for such cases). The KPI and JD are attached in Annexure-A

11. Corporate Attire: You will be required to carry the company's attire (Brand Jersey/Uniform) throughout the official work. The Company will provide such attire and will contribute 50% of amount for the attire, the balance will be deducted from your salary.

12. **a)** This order of appointment can be terminated on either side by giving One month´ notice or payment of salary (basic) in lieu thereof.
b) The Company reserves the right to terminate your services without assigning any specific reason whatsoever for such termination by giving you a 1 months´ notice in writing or an equivalent of one month´ salary in lieu thereof.
c) The Company also reserves the right to terminate your services without any notice or salary in lieu thereof on the grounds of misconduct, or even in the case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, or any act of indiscipline or inefficiency or for loss of confidence.

13. Initially, you will be posted at Delhi-NCR and report to the respective business head or any other person nominated by the company. However, your services could be transferred to any other Departments / Divisions / Factories of the Company, anywhere in India. Notwithstanding your initial appointment in this Company, your services may be assigned by the Company to any other Company of the 'Citiskape Group'. You may also be assigned such other duties as may become Citiskape at the discretion of the Management in any Branch or Office of the Company and/or its subsidiaries or to any of its other Associate Companies.

14. This appointment is subject to your being medically examined and found fit. The Management has the right to get you medically examined by any qualified medical practitioner during the tenure of your service. In case you are found medically unfit to continue with the assignment for which you have been employed, you will lose your lien on the job.

15. This appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

16. You will automatically retire from the service of the Company on attaining the superannuating age of 58 years. You will be expected to provide acceptable evidence of your date of birth at the time of joining the company.

17. All other standard and general rules, practices and policies of the Company as existing now and which may be amended from time to time will be applicable to you and you will be expected to abide by the same.

18. In the event of the State/Central Government enacting any law conferring the same or similar benefits as extended to you under this letter, you would be entitled to such benefits which are more beneficial of the two, but not both. This shall be at the discretion of the management.

19. You are required at all times to maintain the highest order of discipline and secrecy as regards the work of the Company and/or its Subsidiaries or Associate Companies, in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect. You are also required to sign the **Secrecy Agreement** upon your joining. All inventions, improvements, discoveries made by you either alone or with other persons, will become the sole property of the company. You will ensure that patent protections are obtained for such inventions/improvements and discoveries in India or elsewhere and assign the same to the company.

20. You are required to devote your total attention and abilities exclusively for the business of the Company. You will respect, obey and conform to all the regulations from time to time framed and issued by the Company and made applicable to you. You shall not, while in the employment of the Company, be engaged in any other employment, conduct business whatsoever or hold any office of profit or accept any other emoluments without previous consent in writing of the Company. Breach of this condition could lead to immediate termination without notice.

21. During the course of your employment and if the nature of your business so requires, the Company may send you for specialized training within India or overseas in order to enable you to perform more effectively. In such an event you will be required to execute a training bond with the Company.

22. This offer of employment is based on the information furnished in your application for employment. If, at any time in future, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been withheld then your employment based on this letter of appointment is liable to be terminated without notice or any compensation in lieu thereof.

23. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

24. The Company lays emphasis on all statutory compliances and you should ensure compliance with various statutes in your area of operations including Insider Trading Regulations.

25. Your appointment is with effect from the date of joining, which should in any case be not later than 10th October 2018.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.
Whilst welcoming you to the (Organization Name) Group, we wish you good luck and a very bright career with us.

Best Regards

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

Annexure-A

KPI OF KEY PERFORMANCE INDICATORS AND JOB DESCRIPTION

Being a Management Trainee in the company you shall be responsible and accountable for the below mentioned responsibilities. Your performance would also be evaluated on the achievement of these parameters:

1. Maintain and update daily MIS (Management Information System) reports with accuracy and timeliness.
2. Monitor financial data, expenses, and reports, and coordinate with the finance team for reconciliations and compliance.
3. Keep a close watch on financial transactions and operational costs to ensure process efficiency.
4. Provide technical support for day-to-day system, software, and basic IT-related issues.
5. Coordinate with internal teams to resolve technical and system-related queries smoothly.
6. Ensure proper documentation and reporting of financial and technical activities.
7. Support management with data analysis and operational insights as required.

Best Regards,

Manoj Kumar
Founder & CEO
Citiskape Sports Pvt Ltd

Citiskape Sports Pvt Ltd
Regd. Off: 108,ABC Complex, Veer Sawarkar Block ,Shakarpur ,Laxmi Nagar ,Delhi -110092,
Corp address: MIQB Co working Space, 23, Muruti Industrial Area, Sector-18, Gurugram, HR-122005
Ph.: 9999991128, Email Id: Manoj@citiskape.in
CIN No. : U92412DL2019PTC355987

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Manvi Arora,

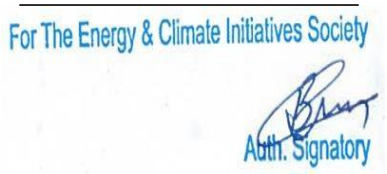
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Kavyanshi Malhotra,

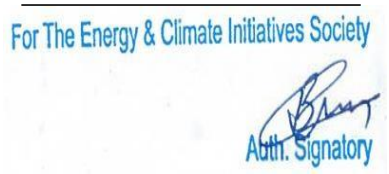
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

The Energy & Climate Initiatives Society
Registered Under The Societies Registration Act XXI of 1860

Private & Confidential

Offer Letter

Date: 09-April 2026

Dear Ishaan Khatreja,

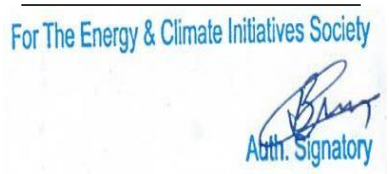
We are pleased to congratulate you on being selected for Management Trainee with The Energy & Climate Initiatives Society in New Delhi. Your Job work will start from 10th April 2026 .
Our team is looking forward to having you work with us.

We believe that your skills and enthusiasm will be a valuable addition to our team.

Position: Management Trainee
Start Date: 10-April 2026
Working Hours:9.30 AM to 6.00 PM
CTC: 3.0 LPA

If you accept this offer, please sign and return a copy of this letter. We look forward to your contribution to The Energy & Climate Initiatives Society and hope this Job offer will be a valuable experience for your career

For The Energy & Climate Initiatives Society,



Sign. Authority

Dear Sameer,

We are pleased to inform you that we would like to extend you an offer for an internship with **Vasudhaiva Kutumbakam Group Private Limited** based at our **Noida** office. This internship will commence on **15th Dec 2025 (Monday)** and conclude on **14th March 2026 (Saturday)** for a period of **3 Months as** an **Finance Intern** in the **Finance** department.

The terms of your internship are as follows:

- **Compensation: INR 15,000/- Monthly (Fifteen Thousand Only)**
- **Mode of Work:** 6 days work from the office in a week.
- **Early Exit -** In accordance with company policy, an experience letter will not be issued to interns who resign before completing the full duration of their internship.
- **Joining Requirement** Candidates will be allowed to join only upon submission of a **No Objection Certificate (NOC)** from the college if they are pursuing.

Internship Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement
During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, assets and documents provided to you during the term of your internship.

Conditions for Termination
In case your internship exceeds more than the mentioned internship period in this letter. You will be notified by the HR team about the same and your services are liable to be terminated with notice of not more than **7 (Seven) days** during the extended internship period. In case you decide to leave the company during this period, you will have to give notice of **7 (Seven) days** to the company.

Documents required
On the day of your joining, you are required to bring the printed copy of the following mandatory documents:

1. 10th, 12th & Previous Semester Mark sheet
2. Two passport-size photographs
3. Proof of Identity - PAN Card and Aadhar Card
4. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement, etc.

If you have any queries or need assistance regarding your joining, please contact the Talent Team.
We look forward to your acceptance of the offer

Yours Sincerely,
For Vasudhaiva Kutumbakam Group Private Limited

bharti Singh

Bharti Singh

(Chief of Staff to CEO)

Employee acceptance: (rupeshbanwala99@gmail.com)

I accept employment with Vasudhaiva Kutumbakam Group Private Limited under the terms described in this letter.

Signature:_____

Date:_____

Place:_____

Dear Vedanth,

We are pleased to inform you that we would like to extend you an offer for an internship with **Vasudhaiva Kutumbakam Group Private Limited** based at our **Noida** office. This internship will commence on **15th Dec 2025 (Monday)** and conclude on **14th March 2026 (Saturday)** for a period of **3 Months as** an **Finance Intern** in the **Finance** department.

The terms of your internship are as follows:

- **Compensation: INR 15,000/- Monthly (Fifteen Thousand Only)**
- **Mode of Work:** 6 days work from the office in a week.
- **Early Exit -** In accordance with company policy, an experience letter will not be issued to interns who resign before completing the full duration of their internship.
- **Joining Requirement** Candidates will be allowed to join only upon submission of a **No Objection Certificate (NOC)** from the college if they are pursuing.

Internship Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement
During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, assets and documents provided to you during the term of your internship.

Conditions for Termination
In case your internship exceeds more than the mentioned internship period in this letter. You will be notified by the HR team about the same and your services are liable to be terminated with notice of not more than **7 (Seven) days** during the extended internship period. In case you decide to leave the company during this period, you will have to give notice of **7 (Seven) days** to the company.

Documents required
On the day of your joining, you are required to bring the printed copy of the following mandatory documents:

1. 10th, 12th & Previous Semester Mark sheet
2. Two passport-size photographs
3. Proof of Identity - PAN Card and Aadhar Card
4. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement, etc.

If you have any queries or need assistance regarding your joining, please contact the Talent Team.
We look forward to your acceptance of the offer

Yours Sincerely,
For Vasudhaiva Kutumbakam Group Private Limited

bharti Singh

Bharti Singh

(Chief of Staff to CEO)

Employee acceptance: (rupeshbanwala99@gmail.com)

I accept employment with Vasudhaiva Kutumbakam Group Private Limited under the terms described in this letter.

Signature:_____

Date:_____

Place:_____

Dear Vidit,

We are pleased to inform you that we would like to extend you an offer for an internship with **Vasudhaiva Kutumbakam Group Private Limited** based at our **Noida** office. This internship will commence on **15th Dec 2025 (Monday)** and conclude on **14th March 2026 (Saturday)** for a period of **3 Months as** an **Finance Intern** in the **Finance** department.

The terms of your internship are as follows:

- **Compensation: INR 15,000/- Monthly (Fifteen Thousand Only)**
- **Mode of Work:** 6 days work from the office in a week.
- **Early Exit -** In accordance with company policy, an experience letter will not be issued to interns who resign before completing the full duration of their internship.
- **Joining Requirement** Candidates will be allowed to join only upon submission of a **No Objection Certificate (NOC)** from the college if they are pursuing.

Internship Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement
During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, assets and documents provided to you during the term of your internship.

Conditions for Termination
In case your internship exceeds more than the mentioned internship period in this letter. You will be notified by the HR team about the same and your services are liable to be terminated with notice of not more than **7 (Seven) days** during the extended internship period. In case you decide to leave the company during this period, you will have to give notice of **7 (Seven) days** to the company.

Documents required
On the day of your joining, you are required to bring the printed copy of the following mandatory documents:

1. 10th, 12th & Previous Semester Mark sheet
2. Two passport-size photographs
3. Proof of Identity - PAN Card and Aadhar Card
4. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement, etc.

If you have any queries or need assistance regarding your joining, please contact the Talent Team.
We look forward to your acceptance of the offer

Yours Sincerely,
For Vasudhaiva Kutumbakam Group Private Limited

bharti Singh

Bharti Singh

(Chief of Staff to CEO)

Employee acceptance: (rupeshbanwala99@gmail.com)

I accept employment with Vasudhaiva Kutumbakam Group Private Limited under the terms described in this letter.

Signature:_____

Date:_____

Place:_____

Dear Aron,

We are pleased to inform you that we would like to extend you an offer for an internship with **Vasudhaiva Kutumbakam Group Private Limited** based at our **Noida** office. This internship will commence on **15th Dec 2025 (Monday)** and conclude on **14th March 2026 (Saturday)** for a period of **3 Months as** an **Finance Intern** in the **Finance** department.

The terms of your internship are as follows:

- **Compensation: INR 15,000/- Monthly (Fifteen Thousand Only)**
- **Mode of Work:** 6 days work from the office in a week.
- **Early Exit -** In accordance with company policy, an experience letter will not be issued to interns who resign before completing the full duration of their internship.
- **Joining Requirement** Candidates will be allowed to join only upon submission of a **No Objection Certificate (NOC)** from the college if they are pursuing.

Internship Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement
During your tenure of internship, you would be governed by the Company policies and any other agreement that you may execute with the Company from time to time, you may have access to confidential, proprietary, and/or trade secret information belonging to the Company. All of this information shall be kept strictly confidential and you shall not use it for your own purposes or shall not disclose it to anyone outside the Company. Upon conclusion of the internship, you shall immediately return to the Company all of its property, equipment, assets and documents provided to you during the term of your internship.

Conditions for Termination
In case your internship exceeds more than the mentioned internship period in this letter. You will be notified by the HR team about the same and your services are liable to be terminated with notice of not more than **7 (Seven) days** during the extended internship period. In case you decide to leave the company during this period, you will have to give notice of **7 (Seven) days** to the company.

Documents required
On the day of your joining, you are required to bring the printed copy of the following mandatory documents:

1. 10th, 12th & Previous Semester Mark sheet
2. Two passport-size photographs
3. Proof of Identity - PAN Card and Aadhar Card
4. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement, etc.

If you have any queries or need assistance regarding your joining, please contact the Talent Team.
We look forward to your acceptance of the offer

Yours Sincerely,
For Vasudhaiva Kutumbakam Group Private Limited

bharti Singh

Bharti Singh

(Chief of Staff to CEO)

Employee acceptance: (rupeshbanwala99@gmail.com)

I accept employment with Vasudhaiva Kutumbakam Group Private Limited under the terms described in this letter.

Signature:_____

Date:_____

Place:_____

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Mr. Sachin Rawat
Faridabad-121003

Subject: Offer of Employment

Dear Sachin,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS Auth. Signatory FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Mr. Mridul Garg
Faridabad-121003

Subject: Offer of Employment

Dear Mridul,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS
Auth. Signatory
FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GLOBEL ALLOYS
Importers / Indentures of Ferrous &
Non Ferrous Metals Scrap and Prime Products

To,

Mr. Lakshya Jain
Faridabad-121003

Subject: Offer of Employment

Dear Lakshya,

We are pleased to offer you the position of – "Business Coordinator" at GLOBEL ALLOYS. Your skills and experience will be a valuable addition to our team and we are confident that you will contribute positively to the organization.

Details of the Offer:-

- Position – Business Coordinator
- Starting Date – 2nd January 2026
- Timings – 09 AM to 6 PM
- Work Location – Main Office – Faridabad
- Salary – INR 35,000-00 /PM

We look forward to your contribution and professional growth with us. Kindly confirm your acceptance of this offer by signing and returning a copy of this letter or replying via email.

We welcome you to our team and wish you a successful career with us.

Sincerely,
For Globel Alloys

Authorized Signatory
Designation: HR

GLOBEL ALLOYS
Auth. Signatory
FARIDABAD

Office Come Yard : A-82, Sector-11, DLF, Faridabad-121006
Phone : +91-9999172565, 9911172565
E-mail : globelalloys@gmail.com

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To

Mr. Devang Garg

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To

Mr. Deepak Pandit

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To

Mr. Sanskar Goel

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

GROWEDGE
Management Consulting

Growedge Management Consulting
533, Sheel Kunj Colony, PH-3
Meerut, Uttar Pradesh
250110
Ph: 098-974-33718
GSTIN: 09AAQPG8727L3ZW

Date: 27TH December, 2025

Job Offer Letter

To

Mr. Arnav Verma

We are pleased to offer you the position of **Junior Consultant** at **Growedge Management Consulting**. We are very impressed with your skills and experience, and we believe you will be a fantastic addition to our team.

Offer Details:

Joining Date: 5th January, 2026
Position: Junior Consultant
Department: Consultancy
Salary: INR 45000
Reporting To: Mr. Vishal Gupta, Director
Location: 533, Sheelkunj Phase.3 Modipuram Meerut, Uttar Pradesh - 250110
Working Hours: Monday to Friday, 9:00 AM to 5:00 PM

Please sign and return a copy of this letter by 2nd January, 2026 to confirm your acceptance of the offer. If you have any questions, feel free to reach out to Mr. Vishal Gupta at Growedge.

We are excited to have you on board and look forward to working together.

Best Regards,

Mr. Vishal Gupta
Director

For GrowEdge Management Consulting

Proprietor

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Purusharth Verma
BROTHERHOOD APARTMENTS, VIKASPURI
New Delhi

Dear Purusharth,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

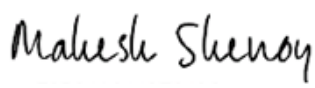
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Purusharth Verma

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

Compensation and Benefits Worksheet

Candidate Name: Purusharth Verma
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Purusharth Verma

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Ayush Tyagi
341/4, INDER COMPLEX, MEHRAULI
New Delhi,

Dear Ayush,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

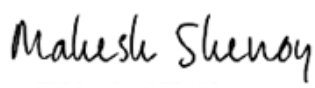
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Ayush Tyagi

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

AON

Compensation and Benefits Worksheet

Candidate Name: Ayush Tyagi
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00
	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the
of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Ayush Tyagi

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Mahak Vats
H.NO.- 5/1, NANAK PURA
New Delhi,

Dear Mahak,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

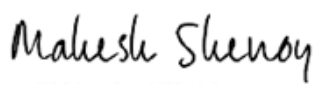
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Mahak Vats

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

Compensation and Benefits Worksheet

Candidate Name: Mahak Vats
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Mahak Vats

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Yash Bhatnagar
POCKET-E, DILSHAD GARDEN
Delhi

Dear Yash,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

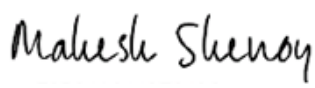
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Yash Bhatnagar

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

Compensation and Benefits Worksheet

Candidate Name: Yash Bhatnagar
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Yash Bhatnagar

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Tanisha Dudeja
SANJAY COLONY, SECTOR-22
Faridabad

Dear Tanisha,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

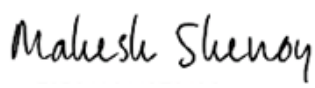
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Tanisha Dudeja

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

AON

Compensation and Benefits Worksheet

Candidate Name: Tanisha Dudeja
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00

	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Tanisha Dudeja

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

May 19, 2026
Jyoti
JAWHAR PARK, SAKET
New Delhi

Dear Jyoti,

Further to our discussions, we have the pleasure to offer you an appointment with Aon Consulting Private Limited ("Company/AON") as per the terms of reference given below. Notwithstanding anything contained hereinbelow, it is clarified that this offer of appointment is subject to your successful completion of the degree course you are currently enrolled in, and producing a certificate to that effect from your educational institution by **October 31, 2026.**

1. Appointment

1.1 During the course of your employment, you will be governed by the rules, regulations and other company policies (together the "Company Policies") as enforced and as may be amended from time to time and accessible to the employees via the Company's intranet.

1.2 Subject to your accepting this appointment letter and reporting to duty on or before June 11, 2026, your appointment is effective from the date of joining.

1.3 You will be required to report to our office at IN-HA-Gurugram-Candor. You will be reporting to such person in Company as may be indicated to you from time to time. However, your services are transferable and you can be seconded or deputed by the Company to any of its operations or operations of its associate companies in India or abroad. The Company further reserves the right to transfer your employment to any other company or legal entity, as part of any transfer of undertaking of the Company or as part of any restructuring or amalgamation or such other plan implemented by the Company or by which the Company is bound, on such terms and conditions as applicable to such plan.

1.4 Your appointment is subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application for employment made to the Company. If the particulars given by you are the opinion of the Company in any way found to be inaccurate or misleading and/or it is found that you have not disclosed relevant information, your employment shall be automatically cancelled and your services will be terminated with immediate effect.

2. Probation & Confirmation

2.1 You shall be on a probationary period of 180 days. During this period, your performance will be reviewed and if found satisfactory your employment will be confirmed on completion of this period, unless otherwise communicated by the Company. In the event the Company, at its sole discretion, extends the term of probation for such a period as it may deem fit, any such extension of probation shall be duly communicated

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

to you in writing. Your performance will be continuously evaluated during such extended probationary period and if found satisfactory, your employment will be confirmed in writing on completion of this period.

3. Working Hours

3.1 Your working hours will be as advised to you by your superiors from time to time and you may be expected to work beyond the standard working hours to achieve the results whenever your job so requires. Ordinarily you will be required to work for a minimum of 40 hours each week. You will be advised by your Supervisor or Manager of the working hours, break periods and weekly rest day(s). 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, apart from the fact that strict disciplinary action may be taken against you.

4. Leaves

4.1 You will be entitled to leaves in accordance to the Company Leave Policy. All colleagues are encouraged to avail their accumulated leave balance, to ensure sufficient rest period away from work place as it is in the best interests of the associate and the firm to take annual leave. However, you must obtain prior approval of the concerned Manager prior to availing leaves.

5. Termination

5.1 The Company may terminate your employment immediately without any compensation or notice thereof, if you fail to submit a certificate from your educational institution certifying that you have successfully completed the degree course you are currently enrolled in by **October 31, 2026.**

5.2 Either party may terminate this appointment by giving 60 days notice in writing to the other party without assigning any reasons thereof. Your resignation shall not automatically be assumed to be accepted from the date of its communication to the Company and will be subject to the fulfilment of notice period, proper handover and any other conditions as may be communicated to you in writing by the Company. The Company reserves the right not to accept the payment in lieu of the notice and at its sole discretion may enforce the complete or part of the notice period to effectuate a proper handover of the charge to the sole satisfaction of the Company. The company reserves the right to not to accept your offer to serve notice when termination initiated by the company.

In the event termination is initiated by you, the Company may at its sole discretion, relieve you from such date as it may deem fit, even before the expiration of the notice period. Under these circumstances, the Company will ordinarily pay you compensation for the unexpired period of the notice period. The Company at its discretion reserves the right to withhold compensation, without incurring any liability should there be a material breach of your duties or obligations, or gross indiscipline or misconduct in this period.

5.3 The Company may terminate your services immediately without any compensation or notice thereof, if you are in material breach of your duties or obligations, or commit breach of trust or gross indiscipline or misconduct or commit breach of any applicable law or; of the Company Policies and Code of Business Conduct or any of the terms and conditions set forth herein, which breach either (i) is incapable of remedy; or (ii) if capable of remedy, has not been remedied by you for at least 5 days after receipt of notice from the Company. Such material breach would include your failure to comply with or committing breach of the

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

provisions contained in this appointment letter, gross misconduct, financial irregularities, breach of confidentiality/non-disclosure, breach of any applicable law or regulation, breach of the Company's Code of Business Conduct, refusal to carry out reasonable instructions and the like. The said right of the Company is without prejudice to its rights in law or equity to initiate other legal action as it deems fit to protect its interests.

5.4 In the event of your continuous absence for a period of 10 working days or more, without formal request or permission from the management for the same, 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.

5.5 Subject to earlier termination of this engagement, you shall retire on your 60th birthday or the day immediately preceding such date, if your birthday does not fall on a working day.

5.6 Upon severance of your employment with the Company, it is agreed that any assets and amounts due to the Company by you shall be held in trust by you for and on behalf of the Company and subject to the provisions of this agreement, the Company commits itself to hold all amounts due to you in trust for you and on your behalf. The Company shall have the right to retain any amounts otherwise payable to you to satisfy any of your obligations as a result of any breach of this agreement.

5.7 The Company may proceed against you to seek injunction in an appropriate court of law against your working in any other company/firm/business before you are relieved from the Company. In addition to any other remedies which the Company may have at law or in equity, you agree that the Company shall have the right to have all provisions of this agreement specifically performed including the post employment restrictions stipulated in clauses 7 and 11.

5.8 The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness. Your obligations set forth in paragraphs 6,7,8 and 11 survive expiration or termination of your employment contract with the Company.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

6. Confidentiality & Employment Policy

6.1 In the course of your assignment with the Company, and by virtue of the position held by you, you may acquire information, technical or otherwise, including any computer software, trade secrets, design, technology, ideas, know-how, processes, formulas, compositions, date, techniques, improvements, inventions, work of authorship, business and product development plans, and other information concerning the Company's actual or anticipated business, research, and development or that is received by the Company, which is confidential or proprietary to company or it's subsidiaries or affiliates, it's customers, subcontractors or any other person or company having any kind of association or relationship with the Company, and or it's affiliates or subsidiaries (together "Confidential Information"). You shall keep and maintain strict confidentiality of such Confidential Information and data that may come to your possession or knowledge by virtue of this engagement, use such information only as may be required in the normal course of your work and shall not disclose or divulge any such information or data, without prior written consent of an authorized officer of the Company.

6.2 You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such Confidential Information to third parties or make use of such information for your own benefit or otherwise howsoever.

6.3 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 Information, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.

6.4 Upon expiry or termination of your employment with Company, you will return and surrender to Company, all such Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came to you or were entrusted to you in the course of your employment and shall not retain any copy thereof in any form whatsoever.

7. Disclosure of Information

7.1 You shall not, except in the course of your duties or unless ordered to do so by a court of competent jurisdiction, either during or anytime after your employment with us, use or disclose to any person, firm or corporation any information relating to the organization, its business, clients or trade secrets which have come into your possession in the course of your employment with us including public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise relating to Company or it's subsidiaries or affiliates, customers, sub-contractors or any other person or company having any kind of association or relationship with Company and/or its subsidiaries or affiliates, except with prior written approval of Company.

8. Intellectual Property Rights

8.1 All intellectual property rights in any work or material developed by you during the course of your employment shall belong to and be the property of Company and you confirm that you shall not be entitled to claim any rights over such intellectual property. If required by Company, during or after the term of this engagement, you shall assign and transfer in favor of Company or, at the request of Company, in favor of

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

any of its subsidiary, affiliate, customers or other persons, all intellectual property rights in such works or materials and shall execute such deeds and documents, as Company may require, to effectually vest in Company, any of its subsidiary, affiliate or customers as Company may require, 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 property properties or rights of any other persons.

9. Compensation

9.1 Your annual gross compensation will be the aggregate of (A) Total Salary & Allowances and (B) Benefits as set forth in the Annexure ("Compensation") and will be subject to deduction of tax at source. Your Compensation will be reviewed periodically as per the Company/Division/Practice compensation review cycle.

The Company assumes no responsibility for your personal tax affairs, and your tax liability in respect of your compensation is entirely your responsibility. Provided however, Company may from time to time, withhold any tax as may be required by applicable law. It is a condition of your employment that you will abide by the Company's Policies of maintaining strict confidentiality of the compensation you receive from the Company.

9.2 It is however clarified that the Benefits as set forth in Part B of the Annexure respectively are provided on a voluntary basis by the Company in accordance with the Company Policy in force at present, and hence are liable to (i) change from time to time; or (ii) be withdrawn any time. During the term of your employment with Company, you will be subject to all such applicable rules and regulations in accordance with the Company Policy as may be in force from time to time.

10. Learning & Development

10.1 During the course of your employment with the Company, you may be required to undergo some training programs or engage in some process implementation or other skill enhancement activities in or abroad. Company will bear the costs and expenses in relation to such programs. However, you will be required to be in the employment of Company for a minimum specified period after such programs, failing which you will be required to reimburse such costs and expenses incurred by the Company in relation to such programs. Regarding the aforesaid, the Company reserves the right to ask you to sign an agreement/bond associated with the training/assignment. In the event of any breach of the conditions associated with the bond the Company will invoke the appropriate penalty clauses and you will be liable to pay the damages as provided in the said agreement/bond. Your refusal to undergo such programs on such terms would be considered as a material breach of the terms of employment and in such case, Company shall have the right to terminate this engagement, by giving you 5 days notice as referred to in clause 5 above, without being under obligation to make any payments to you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

11. Non Competition Agreement

In addition to the aforesaid, in the event of your separation from the Company for whatever reason:

11.1 You agree that you shall perform your duties, as may be assigned to you from time to time, with diligence, devotion and discretion. While in the employment of Company, you shall (a) use your best endeavor to defend and promote the business interests of Company; (b) devote your full time, attention and efforts to serve Company; and (c) whether by yourself, your employees, agents, or otherwise, and whether on your own behalf or for any other person, or entity in India or elsewhere, not directly or indirectly engage or be interested in engagement, practice of any business, profession or vocation, including any activity, which competes with activities of the Company or conflicts with your position in the Company (including without limitation, accepting employment with, be employed or engaged or joining services or otherwise interested in any business of any competitor and/or, client of the Company, or any other third party). You confirm that as on the effective date of your appointment, you do not have any business, professional or other interests that may be conflicting with any of the foregoing statements. Since your appointment with the Company is on a full time basis, you shall not take up any assignment, including those in the nature of any business, profession or vocation, without prior written consent of the Company, which consent may be granted at Company's sole discretion.

12. Should any provision of this Letter be held invalid or unenforceable, such invalidity will not invalidate the whole of this Letter and the remainder of this Agreement will remain in full force.

13. In the event of any dispute or claim arising under this Agreement or in connection with the conditions of employment under this Agreement, such dispute or claim shall be referred to the arbitration in pursuance of the Arbitration and Conciliation Act, 1996. The Company shall in the event of any such dispute or difference, have the right to nominate an Arbitrator as the Sole Arbitrator to adjudicate upon the dispute/difference. The seat of the Arbitration shall be Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the Courts at Delhi. Parties also agree to submit themselves to the exclusive territorial jurisdiction of the courts at Delhi. The arbitration proceedings shall be conducted in the English Language. The fees of the Arbitrator shall be paid equally, in the first instance, by both parties, subject to the final adjudication of costs by the Arbitrator at the time of passing the award.

14. Service Agreement

14.1 During the course of your employment with the Company, you may require to undergo some training programs or engage in some process implementation or other skill enhancement activities in India or abroad and you shall be intimated of the same and the estimated amount involved during your offer process.

14.2 Regarding clause number 14.1, the Company reserves the right to ask you to sign a Service Agreement associated with such skill enhancement activities.

14.3 As and when you are in receipt of a copy of the Service Agreement you are required to read it in full and fill and submit to the Company.

14.4 You understand that the Service Agreement has to be duly filled and signed by you before date of joining. Failing to do so, may lead to the extending of date of joining the Company. Failure to sign the Service Agreement within 2 days of joining may lead to legal action/termination of employment against you.

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

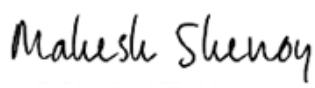
14.5 You understand the Company has the right to pursue legal action if there is a breach of Service Agreement signed by you during the course of your employment.

As part of our ongoing commitment to career development and transparency, we are implementing a Global Career Framework that will introduce a standardized job family, career track, and level structure across the organization. This framework is designed to enhance clarity, compliance, and consistency in talent management practices. Accordingly, please note that the level associated with your role may be subject to adjustment when the Global Career Framework is fully implemented. This adjustment will not affect your current compensation or benefits but will align your position with the new global structure to ensure consistency across the firm.

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial association with you. We trust our relationship will be guided by a quest for excellence in all facets of our interactions as well as based on a foundation of mutual respect and sincerity in all dealings. Welcome aboard!

Sincere regards,

For Aon Consulting Private Limited



Authorized Signatory

I hereby agree and accept to the terms of this employment contract in its entirety and any amendments, additions hereto. I also promise to adhere to and abide by the Company Policy as enforced and amended from time to time.

Name: Jyoti

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

AON

Compensation and Benefits Worksheet

Candidate Name: Jyoti
Location: IN-HA-Gurugram-Candor
Role: IND Benefits Processor I
Aon Level: 8 Role Level

Fixed Compensation	Per Annum	Per Month
Basic Salary	₹ 182,500.00	₹ 15,208.00
Company's contribution to PF*	₹ 21,900.00	₹ 1,825.00
Flexible Salary	₹ 139,000.00	₹ 11,583.00
Fixed Compensation	₹ 343,400.00	₹ 28,617.00
	Per Annum	Per Month
Statutory Bonus#	₹ 21,600.00	₹ 1,800.00
A. Total Salary & Allowances	₹ 365,000.00	₹ 30,417.00

B. Other Benefits
Current benefits available to you are as follows. Please refer to the latest company policies** (will be made available at the of joining)

	Benefit Value***	Eligibility
Medical Hospitalization Insurance as per Company policy	₹ 500,000.00	Yes
Medical Benefit under the ESI Act (Applicable to employees with monthly gross compensation less Employer's Contribution to Provident Fund)	As per the Act	No
Life Insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Personal Accident insurance (3 times of Total Salary & Allowances)	₹ 1,095,000.00	Yes
Gratuity	As per the Act	
Annual Earned leaves Entitlement	21 days	Yes
Annual Sick leaves Entitlement	12 days	Yes
Annual Casual leaves Entitlement	Applicable to Noida Only	Yes
Aon Holidays	10 Days	Yes
Transportation	As per the Company Policy	Yes

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

PF Clause - Two PF Options shall be offered to employee at the time of joining, and employee may choose any one option before their first payroll.

Option 1 - *The Company's & employee's contribution to Provident Fund is @ 12% of Basic salary each. (In case PF Contribution while choosing Option 1 is less than Rs.1800 per month then PF will be deducted at Rs.1800 per month.

Option 2 - Standard deduction of 1800 per month towards PF contribution each from company & employee's side calculated @ 12% of Rs.15,000.
If Option 2 of PF is chosen, remaining amount of Company's contribution is added to Flexible Salary. Further, the amount of 1800 per month will increase in case of change in law of land relating to PF.

In case no option is chosen, the PF deduction shall be considered as 12% of Basic Salary plan or minimum Rs.1800 per month whichever is higher for the ongoing financial year.

Flexible Salary - Flexible Benefit Policy enables Aon colleagues to understand and manage the flexible pay component of their salary by determining which components may be availed to what extent and their related requirements, as per taxation rules.

The flexible benefit components include:

• Meal card Tax-free Component
• Telephone Reimbursement Tax-free Component
• Professional Development Allowance Tax-free Component
• Leave Travel Allowance • National Pension Scheme Tax-free Component
• Fuel Reimbursement
• House Rent Allowance (HRA)

The scope and eligibility of each tax-free component within the flexible allowance will vary per Aon Role Levels. Please refer to policy details when you join Aon

**Subject to change. Please refer to the latest company policies (will be made available at the time of joining)

***Cash in lieu (in case the benefit is not availed) is not payable

Statutory bonus though due within 8 months after the closure of financial books (on 31 March every year), shall be paid in advance every month on the maximum slab applicable (i.e. 20% of Rs.7,000/-) under the Payment of Bonus Act, 1965.

In case of ESI Eligibility as per ESI Act - Employee's contribution @ 0.75% on gross salary less Employer's contribution to PF and Employer's contribution @ 3.25% will be made by the Company directly to the Authorities for eligible employees.

You will be eligible for Night shift allowance if you work in a regular night shift which starts between 3:30 PM (IST) and 5:00 AM (IST) and subject to meeting other criteria's of Night Shift allowance policy. Night shift

Docusign Envelope ID: E74BBDD0-E846-89F5-803C-212EB5D9A296

allowance is a discretionary benefit extended by the organization and organization reserves the right to modify or remove the allowance completely without any obligation or notice.

Colleagues with Noida as base locations will be entitled for 7 casual leaves.

Read and Accepted

Name: Jyoti

TRUEGROWTH REALTY

Letter Of Intent

Dear Nikhil,

We are pleased to inform you that your salary structure will be as follows: During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

TRUEGROWTH REALTY

Letter Of Intent

Dear Jignesh,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

TRUEGROWTH REALTY

Letter Of Intent

Dear Sana,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani

HR Department
Truegrowth Realty

TRUEGROWTH REALTY

120-35016611
www.truegrowthrealty.com
Manaar Tower, 5th Floor, B-28, Sec-132, Noida-201304
info@truegrowthrealty.com

TRUEGROWTH REALTY

Letter Of Intent

Dear Vineet,

We are pleased to inform you that your salary structure will be as follows:
During your probation period, your salary will be ₹17,000 per month (fixed).

After successful completion of the 3-month probation period, if you achieve a minimum of 3 sales within these 3 months, your revised salary structure will be:

₹20,000 per month (Fixed)
₹10,000 per month (Variable)

Apart from the above salary, you will also be eligible for additional incentives. You will receive a 10% incentive after achieving your justification target, which is 5 times of your offered salary.

Further terms and conditions will be mentioned in the detailed appointment letter.

We look forward to a successful and long-term association with you.

Regards,
Anzar Jilani



HR Department
Truegrowth Realty

TRUEGROWTH REALTY

18th Feb 2026

Ravinder Singh

Address: C-45, Gali No 3, Kanti Nagar Extn, Krishna Nagar, District Gandhi Nagar, East Delhi - 110051

Dear Ravinder Singh,

Further to our discussion, we have the pleasure of Joining **CYTC Security Private Limited** the terms of your reference are given below:

A. Appointment

A.1 During your employment, you will be governed by rules, regulations, and other company policies as enforced and may be amended occasionally.

A.2 You are required to report to our Tilak Nagar Office, New Delhi.

B. Probation Period

A probation period is a designated period at the beginning of an employment relationship during which the employee's performance, behaviour, and suitability for the position are evaluated by the employer. This period serves as a trial period for both the employee and the employer to assess whether the job is a good fit for the employee and whether the employee meets the company's expectations.

Here are some key points to understand about a probation period:

B.1 Duration: The duration of your Probation Period is 4 Months

B.2 Notice Period: You have to serve 30 working days notice period, but in case of buyback, you have to serve 15 days notice period with completing all your responsibilities and 15 days of your payment in the form of Cheque or DD in Favour of **CYTC Security Pvt Ltd.**

B.2 Evaluation: Throughout the probation period, the employee's work performance, behaviour, adaptability, and adherence to company policies are evaluated. Regular check-ins, feedback sessions, and performance reviews may be conducted to assess progress.

B.3 Training and Orientation: Many companies provide additional training and orientation during the probation period to help the employee become familiar with the company's processes, systems, and expectations.

B.4 Extension or Confirmation: At the end of the probation period, the employer will evaluate the employee's performance. If the employee meets or exceeds expectations, the probationary period may end, and the employee becomes a permanent member of the organization. If the employee's performance is not satisfactory, the probation period may be extended or, in some cases, the employment may be terminated.

B.5 Benefits and Rights: Employees on probation typically have access to the same benefits and rights as permanent employees, but the company may reserve the right to modify or terminate these benefits if necessary.

B.6 Termination: During the probation period, if the employee's performance or behaviour is consistently below expectations or doesn't align with the company's values, the company may decide to terminate the employment with shorter notice than would be required for permanent employees.

B.7 Communication: Clear communication of expectations and feedback is essential during the probation period. Regular check-ins between the employee and their supervisor can help the employee understand their progress and areas for improvement.

Both employers and employees need to understand the terms and expectations of the probation period, as well as any documentation, policies, and procedures associated with it. Employers should provide clear guidance to employees about the company's performance expectations, while employees should use the probation period as an opportunity to demonstrate their skills and dedication to the role.

Remember that labour laws and regulations regarding probation periods can vary by country and jurisdiction, so it's advisable to consult local employment laws or seek legal advice to ensure compliance.

C. Employment Policy

An employment policy is a set of guidelines and rules established by a company to outline the terms and conditions of employment for its workforce. These policies cover various aspects of the employment relationship and help create a clear and consistent framework for both employees and the organization. Employment policies typically address matters such as working conditions, compensation, benefits, code of conduct, performance expectations, and more. Here are some common components of an employment policy:

C.1 Equal Employment Opportunity (EEO) Policy: This policy ensures that the company provides equal employment opportunities to all individuals regardless of their race, colour, religion, sex, national origin, age, disability, or other protected characteristics. It emphasizes a commitment to diversity and inclusivity in hiring and promotion processes.

C.2 Code of Conduct and Ethics: This policy outlines the expected behaviour and ethical standards for employees within the workplace. It covers topics such as honesty, integrity, respect, harassment, discrimination, and conflict of interest.

C.3 Anti-Harassment and Anti-Discrimination Policy: This policy prohibits any form of harassment, including sexual harassment, and emphasizes the company's commitment to maintaining a respectful and inclusive work environment free from discrimination.

C.4 Compensation and Benefits Policy: his policy explains how compensation is determined, including salary, bonuses, incentives, and benefits such as health insurance, retirement plans, and leave policies. It also addresses issues related to overtime, pay schedules, and any other compensation-related matters.

C.5 Work Hours and Attendance: This policy outlines the standard work hours, attendance expectations, and procedures for requesting time off, sick leave, and vacation.

C.6 Performance Management and Evaluation: This policy describes the process of performance reviews, feedback, and goal-setting. It outlines how employees' performance will be evaluated, and how promotions and career advancement opportunities are determined.

C.7 Health and Safety: This policy outlines the company's commitment to providing a safe and healthy work environment for employees. It covers safety protocols, procedures for reporting hazards, and guidelines for addressing workplace accidents and injuries.

C.8 Data Privacy and Security: This policy addresses how employee data is collected, stored, and used by the company. It outlines the measures taken to protect employees' personal and sensitive information.

C.9 Social Media and Communication: This policy provides guidelines on how employees should use social media and other communication channels about their employment. It may address appropriate online behaviour, confidentiality, and company representation.

C.10 Remote Work and Telecommuting: If applicable, this policy outlines the guidelines and expectations for remote work arrangements, including communication, productivity, and work hours.

D. Confidentiality Policy

A confidentiality policy is a set of guidelines and rules that a company establishes to protect sensitive and confidential information from unauthorized access, use, or disclosure. This policy outlines the expectations and responsibilities of employees, contractors, and other individuals who have access to the company's confidential information. A well-defined confidentiality policy helps maintain the security and integrity of sensitive data and intellectual property. Here's what a confidentiality policy typically includes:

D.1 Purpose and Scope: Begin the policy with a clear statement of its purpose, emphasizing the importance of safeguarding confidential information to protect the company's interests and maintain trust with clients, partners, and employees.

D.2 Definitions: Define what constitutes "confidential information." This can include proprietary data, trade secrets, financial information, client lists, business strategies, employee records, and any other information that should not be disclosed to unauthorized parties.

D.3 Responsibilities: Outline the responsibilities of employees, contractors, and other individuals who have access to confidential information. This may include requirements for

safeguarding information, using it only for authorized purposes, and reporting any security breaches or potential risks.

D.4 Access Controls: Describe the procedures for granting access to confidential information. This might involve access on a need-to-know basis, using secure passwords, encryption, and other authentication methods.

D.5 Consequences of Violation: Clearly state the consequences of violating the confidentiality policy, which could range from disciplinary actions to legal actions, depending on the severity of the breach.

Confidentiality policies are essential for protecting sensitive information and maintaining trust with stakeholders. It's important to communicate this policy to all employees and ensure they understand their obligations. Additionally, regular training and reminders can help reinforce the importance of confidentiality in the workplace. Legal counsel or compliance professionals should review the policy to ensure it complies with relevant laws and regulations in your jurisdiction.

E. Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal contract between parties that outlines the terms and conditions for sharing confidential information while restricting its disclosure to unauthorized individuals or entities. NDAs are commonly used in business relationships to protect sensitive information, trade secrets, proprietary data, and other confidential materials. Here are the key components typically included in an NDA:

E.1 Definition of Confidential Information: Clearly define what constitutes confidential information. This can encompass a broad range of materials, such as business plans, financial data, technical specifications, customer lists, proprietary software, and more.

E.2 Purpose of Disclosure: Specify the purpose for which the confidential information is being disclosed. This helps establish the context and intention of sharing the information.

E.3 Obligations of the Receiving Party: Outline the responsibilities of the receiving party in safeguarding and protecting the confidential information. This typically includes not disclosing the information to third parties and using it solely for the agreed-upon purpose.

E.4 Consequences of Breach: Detail the consequences of a breach of the NDA, including potential legal actions and remedies that the disclosing party may pursue if the receiving party violates the agreement.

F. Intellectual Property Rights

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Intellectual property rights are legal protections granted to the creators, inventors, and owners of these intangible assets, allowing them to control the use, distribution, and commercial exploitation of their creations. Intellectual property rights are crucial for incentivizing innovation, creativity, and economic growth. There are several types of intellectual property rights:

F.1 Copyright: Copyright protects original literary, artistic, and musical works, as well as software and other forms of creative expression. This includes books, music, paintings, films, software code, and more. Copyright grants the creator the exclusive right to reproduce, distribute, perform, and display their work.

F.2 Trademark: Trademarks are symbols, words, phrases, or designs used to distinguish goods or services of one entity from those of others. Trademarks help consumers identify the source of products and services and protect the reputation and branding of businesses.

F.3 Trade Secret: A trade secret is confidential, proprietary business information that provides a competitive advantage. This can include manufacturing processes, formulas, customer lists, marketing strategies, and more. Trade secrets are protected through confidentiality agreements and non-disclosure agreements.

F.4 Domain Names: While not a traditional form of intellectual property, domain names are unique web addresses that identify websites. Disputes over domain names can involve trademark issues and are often resolved through legal means or arbitration.

Intellectual property rights provide legal mechanisms for creators and inventors to protect their innovations, creations, and investments. Properly managing and protecting intellectual property is crucial for businesses to maintain a competitive edge and avoid legal disputes. However, the specifics of intellectual property laws can vary by country and jurisdiction, so it's important to seek legal advice to ensure compliance and protection of your intellectual property assets.

G. An Arbitration Clause

An arbitration clause is a contractual provision that outlines an agreement between parties to resolve disputes through arbitration rather than going to court. Arbitration is a private, alternative dispute resolution process where a neutral third party (an arbitrator or a panel of arbitrators) reviews the evidence and arguments presented by both sides and makes a binding decision.
Arbitration clauses are commonly included in various types of agreements, such as contracts, commercial agreements, employment agreements, and consumer agreements.

G.1 An arbitration clause is a provision in a contract that mandates that disagreements between the parties be settled by arbitration. Even though such a clause might not demand that arbitration take place in a certain country, It always obligates the parties to use an alternative dispute resolution method, such as office dispute resolution.

G.2 Disputes arising out of or in connection with this Agreement, including those relating to its existence, validity, interpretation, performance, breach, or termination, as well as those relating to non-contractual obligations, shall be resolved in favour of the prevailing party. According to the terms of the Arbitration and Conciliation Act, 1996 of India, obligations arising out of or connected to it that cannot be settled by peaceful negotiations shall be referred to and ultimately resolved by arbitration. The arbitration proceeding shall be held at CYTC Security Pvt Ltd, 25/28, Upper Ground Floor, Near Central Hospital Single Storey, Tilak Nagar, New Delhi - 110018. Three arbitrations will make up the arbitration tribunal. Each side will choose one arbitrator, and once two arbitrators have been chosen, the umpire will be chosen by the third arbitrator. The arbitration proceedings must be held in Hindi or English.

H. Compensation

H.1 Your Monthly Stipend in 10k for Six Months, After review we will increase your salary

Designation: SEO Trainee

Name: Ravinder Singh
Adhaar Card: 6344 4032 7565

Date: 18th Feb 2026

Signature:

Regards

Pankaj Yadav, CEO



CYTC Security Pvt Ltd

18th Feb 2026

Mandeep Kaur Soorma

Address: C-45, Gali No 3, Kanti Nagar Extn, Krishna Nagar, District Gandhi Nagar, East Delhi - 110051

Dear Mandeep Kaur Soorma,

Further to our discussion, we have the pleasure of Joining **CYTC Security Private Limited** the terms of your reference are given below:

A. Appointment

A.1 During your employment, you will be governed by rules, regulations, and other company policies as enforced and may be amended occasionally.

A.2 You are required to report to our Tilak Nagar Office, New Delhi.

B. Probation Period

A probation period is a designated period at the beginning of an employment relationship during which the employee's performance, behaviour, and suitability for the position are evaluated by the employer. This period serves as a trial period for both the employee and the employer to assess whether the job is a good fit for the employee and whether the employee meets the company's expectations.

Here are some key points to understand about a probation period:

B.1 Duration: The duration of your Probation Period is 4 Months

B.2 Notice Period: You have to serve 30 working days notice period, but in case of buyback, you have to serve 15 days notice period with completing all your responsibilities and 15 days of your payment in the form of Cheque or DD in Favour of **CYTC Security Pvt Ltd.**

B.2 Evaluation: Throughout the probation period, the employee's work performance, behaviour, adaptability, and adherence to company policies are evaluated. Regular check-ins, feedback sessions, and performance reviews may be conducted to assess progress.

B.3 Training and Orientation: Many companies provide additional training and orientation during the probation period to help the employee become familiar with the company's processes, systems, and expectations.

B.4 Extension or Confirmation: At the end of the probation period, the employer will evaluate the employee's performance. If the employee meets or exceeds expectations, the probationary period may end, and the employee becomes a permanent member of the organization. If the employee's performance is not satisfactory, the probation period may be extended or, in some cases, the employment may be terminated.

B.5 Benefits and Rights: Employees on probation typically have access to the same benefits and rights as permanent employees, but the company may reserve the right to modify or terminate these benefits if necessary.

B.6 Termination: During the probation period, if the employee's performance or behaviour is consistently below expectations or doesn't align with the company's values, the company may decide to terminate the employment with shorter notice than would be required for permanent employees.

B.7 Communication: Clear communication of expectations and feedback is essential during the probation period. Regular check-ins between the employee and their supervisor can help the employee understand their progress and areas for improvement.

Both employers and employees need to understand the terms and expectations of the probation period, as well as any documentation, policies, and procedures associated with it. Employers should provide clear guidance to employees about the company's performance expectations, while employees should use the probation period as an opportunity to demonstrate their skills and dedication to the role.

Remember that labour laws and regulations regarding probation periods can vary by country and jurisdiction, so it's advisable to consult local employment laws or seek legal advice to ensure compliance.

C. Employment Policy

An employment policy is a set of guidelines and rules established by a company to outline the terms and conditions of employment for its workforce. These policies cover various aspects of the employment relationship and help create a clear and consistent framework for both employees and the organization. Employment policies typically address matters such as working conditions, compensation, benefits, code of conduct, performance expectations, and more. Here are some common components of an employment policy:

C.1 Equal Employment Opportunity (EEO) Policy: This policy ensures that the company provides equal employment opportunities to all individuals regardless of their race, colour, religion, sex, national origin, age, disability, or other protected characteristics. It emphasizes a commitment to diversity and inclusivity in hiring and promotion processes.

C.2 Code of Conduct and Ethics: This policy outlines the expected behaviour and ethical standards for employees within the workplace. It covers topics such as honesty, integrity, respect, harassment, discrimination, and conflict of interest.

C.3 Anti-Harassment and Anti-Discrimination Policy: This policy prohibits any form of harassment, including sexual harassment, and emphasizes the company's commitment to maintaining a respectful and inclusive work environment free from discrimination.

C.4 Compensation and Benefits Policy: his policy explains how compensation is determined, including salary, bonuses, incentives, and benefits such as health insurance, retirement plans, and leave policies. It also addresses issues related to overtime, pay schedules, and any other compensation-related matters.

C.5 Work Hours and Attendance: This policy outlines the standard work hours, attendance expectations, and procedures for requesting time off, sick leave, and vacation.

C.6 Performance Management and Evaluation: This policy describes the process of performance reviews, feedback, and goal-setting. It outlines how employees' performance will be evaluated, and how promotions and career advancement opportunities are determined.

C.7 Health and Safety: This policy outlines the company's commitment to providing a safe and healthy work environment for employees. It covers safety protocols, procedures for reporting hazards, and guidelines for addressing workplace accidents and injuries.

C.8 Data Privacy and Security: This policy addresses how employee data is collected, stored, and used by the company. It outlines the measures taken to protect employees' personal and sensitive information.

C.9 Social Media and Communication: This policy provides guidelines on how employees should use social media and other communication channels about their employment. It may address appropriate online behaviour, confidentiality, and company representation.

C.10 Remote Work and Telecommuting: If applicable, this policy outlines the guidelines and expectations for remote work arrangements, including communication, productivity, and work hours.

D. Confidentiality Policy

A confidentiality policy is a set of guidelines and rules that a company establishes to protect sensitive and confidential information from unauthorized access, use, or disclosure. This policy outlines the expectations and responsibilities of employees, contractors, and other individuals who have access to the company's confidential information. A well-defined confidentiality policy helps maintain the security and integrity of sensitive data and intellectual property. Here's what a confidentiality policy typically includes:

D.1 Purpose and Scope: Begin the policy with a clear statement of its purpose, emphasizing the importance of safeguarding confidential information to protect the company's interests and maintain trust with clients, partners, and employees.

D.2 Definitions: Define what constitutes "confidential information." This can include proprietary data, trade secrets, financial information, client lists, business strategies, employee records, and any other information that should not be disclosed to unauthorized parties.

D.3 Responsibilities: Outline the responsibilities of employees, contractors, and other individuals who have access to confidential information. This may include requirements for

safeguarding information, using it only for authorized purposes, and reporting any security breaches or potential risks.

D.4 Access Controls: Describe the procedures for granting access to confidential information. This might involve access on a need-to-know basis, using secure passwords, encryption, and other authentication methods.

D.5 Consequences of Violation: Clearly state the consequences of violating the confidentiality policy, which could range from disciplinary actions to legal actions, depending on the severity of the breach.

Confidentiality policies are essential for protecting sensitive information and maintaining trust with stakeholders. It's important to communicate this policy to all employees and ensure they understand their obligations. Additionally, regular training and reminders can help reinforce the importance of confidentiality in the workplace. Legal counsel or compliance professionals should review the policy to ensure it complies with relevant laws and regulations in your jurisdiction.

E. Non-Disclosure Agreement

A Non-Disclosure Agreement (NDA), also known as a confidentiality agreement, is a legal contract between parties that outlines the terms and conditions for sharing confidential information while restricting its disclosure to unauthorized individuals or entities. NDAs are commonly used in business relationships to protect sensitive information, trade secrets, proprietary data, and other confidential materials. Here are the key components typically included in an NDA:

E.1 Definition of Confidential Information: Clearly define what constitutes confidential information. This can encompass a broad range of materials, such as business plans, financial data, technical specifications, customer lists, proprietary software, and more.

E.2 Purpose of Disclosure: Specify the purpose for which the confidential information is being disclosed. This helps establish the context and intention of sharing the information.

E.3 Obligations of the Receiving Party: Outline the responsibilities of the receiving party in safeguarding and protecting the confidential information. This typically includes not disclosing the information to third parties and using it solely for the agreed-upon purpose.

E.4 Consequences of Breach: Detail the consequences of a breach of the NDA, including potential legal actions and remedies that the disclosing party may pursue if the receiving party violates the agreement.

F. Intellectual Property Rights

Intellectual property (IP) refers to creations of the mind, such as inventions, literary and artistic works, designs, symbols, names, and images used in commerce. Intellectual property rights are legal protections granted to the creators, inventors, and owners of these intangible assets, allowing them to control the use, distribution, and commercial exploitation of their creations. Intellectual property rights are crucial for incentivizing innovation, creativity, and economic growth. There are several types of intellectual property rights:

F.1 Copyright: Copyright protects original literary, artistic, and musical works, as well as software and other forms of creative expression. This includes books, music, paintings, films, software code, and more. Copyright grants the creator the exclusive right to reproduce, distribute, perform, and display their work.

F.2 Trademark: Trademarks are symbols, words, phrases, or designs used to distinguish goods or services of one entity from those of others. Trademarks help consumers identify the source of products and services and protect the reputation and branding of businesses.

F.3 Trade Secret: A trade secret is confidential, proprietary business information that provides a competitive advantage. This can include manufacturing processes, formulas, customer lists, marketing strategies, and more. Trade secrets are protected through confidentiality agreements and non-disclosure agreements.

F.4 Domain Names: While not a traditional form of intellectual property, domain names are unique web addresses that identify websites. Disputes over domain names can involve trademark issues and are often resolved through legal means or arbitration.

Intellectual property rights provide legal mechanisms for creators and inventors to protect their innovations, creations, and investments. Properly managing and protecting intellectual property is crucial for businesses to maintain a competitive edge and avoid legal disputes. However, the specifics of intellectual property laws can vary by country and jurisdiction, so it's important to seek legal advice to ensure compliance and protection of your intellectual property assets.

G. An Arbitration Clause

An arbitration clause is a contractual provision that outlines an agreement between parties to resolve disputes through arbitration rather than going to court. Arbitration is a private, alternative dispute resolution process where a neutral third party (an arbitrator or a panel of arbitrators) reviews the evidence and arguments presented by both sides and makes a binding decision.
Arbitration clauses are commonly included in various types of agreements, such as contracts, commercial agreements, employment agreements, and consumer agreements.

G.1 An arbitration clause is a provision in a contract that mandates that disagreements between the parties be settled by arbitration. Even though such a clause might not demand that arbitration take place in a certain country, It always obligates the parties to use an alternative dispute resolution method, such as office dispute resolution.

G.2 Disputes arising out of or in connection with this Agreement, including those relating to its existence, validity, interpretation, performance, breach, or termination, as well as those relating to non-contractual obligations, shall be resolved in favour of the prevailing party. According to the terms of the Arbitration and Conciliation Act, 1996 of India, obligations arising out of or connected to it that cannot be settled by peaceful negotiations shall be referred to and ultimately resolved by arbitration. The arbitration proceeding shall be held at CYTC Security Pvt Ltd, 25/28, Upper Ground Floor, Near Central Hospital Single Storey, Tilak Nagar, New Delhi - 110018. Three arbitrations will make up the arbitration tribunal. Each side will choose one arbitrator, and once two arbitrators have been chosen, the umpire will be chosen by the third arbitrator. The arbitration proceedings must be held in Hindi or English.

H. Compensation

H.1 Your Monthly Stipend in 10k for Six Months, After review we will increase your salary

Designation: SEO Trainee

Name: Mandeep Kaur Soorma
Adhaar Card: 6344 4032 7565

Date: 18th Feb 2026

Signature:

Regards

Pankaj Yadav, CEO



CYTC Security Pvt Ltd

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear MISHTI TANEJA

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : MISHTI TANEJA

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear GHUNCHA.SHARMA

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : GHUNCHA SHARMA

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear PIYUSH KUMAR

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : PIYUSH KUMAR

Candidate's Signature : _____

Date : _____

concentrix

Date:23/06/2026

Letter of Intent (LOI)

Dear KRRISH GUPTA

Welcome to Concentrix Technologies India Private Limited (hereinafter,'Company'). The company is pleased to make an Offer for "Contract of Apprenticeship" on the following terms and conditions.

1.1 You shall be appointed as an 'Apprentice' and will be paid a stipend of **INR Rs. 25500/-** per month minus all applicable taxes and withholdings.

1.2 For apprentices, the Govt of India will directly transfer the stipend payable up to Rs 1,500/- per apprentice per month hired under NAPS under Direct Benefit Transfer (DBT) andthe remaining stipend will be paid by the Company per month. Your initial place of work shall be **Gurgaon.**

1.3 Your apprenticeship contract will be effective from **25/06/2026** and will end on **24/06/2027,** subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) before **24/06/2026** failing which the Company reserves the right to withdraw this letter and/or cancel your apprenticeship. If this date is not suitable, please contact us immediately at **himanshu.bhardwaj@concentrix.com** to seek an alternative date on which to submit all required documents.

Please note that the apprenticeship will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.

1.5 Your Contract of Apprenticeship Training with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your contract in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

1.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions.

Signature of Candidate

CNX/REC/ART/AGHR/APRLOI/3.0

Concentrix Technologies India Private Limited

Registered Address: Two Horizon Centre, Level 6, Wing B, Golf Course Road, DLF - 5, Sector 43

Gurgaon 122002, Haryana, India

98 80 4109 6000•91 80 4117 9888 (fax)

CIN: U72300HR2010PTC112259 info@concentrix.com · www.concentrix.com

1.7 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your contract.

1.8 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

1.9 The Company works in a 24X7 environment depending on customer needs, wherein you will be required to work up to 48 hours a week. You are required to work in any shift to support the business of the Company. The shift may be rotational.

1.10 Post completion of 'Apprenticeship Training', and subject to availability of suitable positions then, you may be given an opportunity to be hired on the rolls of the company either full / part time, which would be purely based on the merit and performance demonstrated by you during your training period and passing the selection process.

1.11 Your period of 'Apprenticeship Training' shall also be considered as continuous service, which might enable you to apply for IJP applications once your training period is completed and can be considered for promotions as deemed fit including on merit. This is subject to availability of positions available / IJP released at time of completion of your training. However, this specific period of training shall not be considered for any statutory grant / benefits as full / part time employee.

1.12 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your contract with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while on the contract of the Company.

1.13 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the Company.

1.14 All Company Assets such as including but not limited to Laptop, ID Badge, Corporate Credit Card, Headsets and Adaptor etc., needs to be returned on or before Last Day of Employment (LDE). The employee must return the above mentioned and applicable Company assets upon demand. The employee must abide by the clauses of Undertaking Cum Declaration signed by him at the time of issuance of the Company assets. In case, employee does not return any Company asset before LDE, the Company shall be entitled to injunctive relief and to specific enforcement of the terms and provisions hereof, in addition to any other remedy to which the Company may be entitled at law or in equity.

1.15 Upon termination of the contract from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

1.16 You will abide by the information security policy of the company and all the rules and regulations contained therein.

1.17 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to affect the non-disclosure of confidential information and intellectual property etc. shall be executed by you.

1.18 During the period of your contract, you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential, and you shall not disclose it to any unauthorized person.

Signature of Candidate

1.19 The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring into the organization, manuals, documents, papers, memos, and files etc., which are classified.

1.20 All communication between yourself and the Company shall be deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective at the address mentioned herein.

1.21 All benefits including leaves in your case shall be governed as per the applicable Apprentices Act, 1961 and the Apprenticeship Rules, 1992. Beyond this, it would be complete discretion of the management of company.

1.22 You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

1.23 You are expected to dress in a manner that is suitable for your job function and the environment in which you work, professional/business casual is recommended.

1.24 All employees are expected to always act responsibly when interacting on social media whether it be within or beyond working hours and on and off company premises. Information and communications that you publish on personal online sites should never be attributed to the Company or appear to be endorsed by, or to have originated from, the Company. Your Company e-mail address and Company assets should be used only to perform job-related activities, which may include professional networking, but not personal social networking. Referring to company, colleagues, or clients in a derogatory manner on any social platforms, whether in work or personal time, can result in reputational damage to Company, is not deemed to be acceptable behaviour and will be dealt with very seriously and potentially as gross misconduct. Any disclosure of any information about the company, colleagues, or clients that you have obtained as a result of your employment with us will also not be acceptable to us and can lead to disciplinary action including termination of employment.

1.25 All employees are required to treat any information they come across in the course of their employment with the Company as sensitive and confidential. You must not attempt to load or use any software onto any of the Company's computers except those directed by the Company for your use. You must not, under any circumstances, use facilities provided to you such as general internet and e-mail services to access, send or share material that is unacceptable, offensive, abusive, indecent or pornographic, defamatory, obscene, menacing or in breach of the duty of confidentiality you owe towards the Company. Neither should technology be used to send or share copyright infringing material or forward unauthorized information to external locations. Infringements of these requirements may be regarded as gross misconduct warranting disciplinary action including termination of employment.

1.26 It is not permitted to remove any Company property, save for your security pass and Company laptop/mobile phone and any other company provided assets/equipment's (if applicable) from your place of work unless specifically authorised by your line manager or other authorised person. This includes, but is not limited to, documentation relating to the Company, its clients or employees and includes any copies (whether in electronic or written form) of such documentation. Should you fail to comply with this requirement, it could lead to dismissal on the grounds of gross misconduct, and data protection legislation. It is further expected that when you leave our employment, all Company property must be returned in good working condition. Failure to do so can lead to further action including making deductions from your full & final settlement.

1.27 You are required to abide by the Company's Code of Ethical and Business Conduct at all times and in all business dealings during your employment.

1.28 The Company operates on a zero tolerance approach to the misuse of illegal and/or illicit substances and reserves the right to require any employee to undergo an alcohol or drugs test should there be any reasonable evidence/artefacts that the employee may be under the influence of alcohol or drugs whilst at work.

Signature of Candidate

1.29 Any and all the terms and conditions of service may be modified or changed at the Company's discretion.
Please sign the copy of this letter and return it to us as an indication of your interest in joining us on the given date. Please note that your Apprenticeship contract stands confirmed only after you complete your joining formalities on the reporting date.

The terms of this letter are strictly confidential between you and the Company.

Yours sincerely,

Signature Not Verified
Digitally signed by DS CONCENTRIX TECHNOLOGIES (INDIA) PRIVATE LIMITED 3
Date: 2026.06.23 21:24:43 +05:30
Reason: Concentrix Hiring
Location: Gurgaon

Authorized Signatory (Please Sign above)

I agree to accept the contract of apprenticeship on the above-mentioned terms and conditions. I will report for duty on 25/06/2026

Candidate Name : KRRISH GUPTA

Candidate's Signature : _____

Date : _____