KeyIndicator-5.2 StudentProgression

5.2.1 Number of placement of outgoing students during the year

Year	**2023-24**
Number	**132**

Summary of placement of outgoing students during the year

S.No	Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
1	2024	Priyanshu priyanshukiller7777@gmail.com	BBA	JP Machinery Pvt Ltd info@jpmachinery.co.in	Rs. 450000
2	2024	Arzoo Vashisht aarzooxx2@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
3	2024	Mahak Bansal mbansal1932@gmail.com	BBA	WinSpark Innovations maneesh@planetspark.in	Rs. 663600
4	2024	Utkarsh Jain jainutkarsh138@gmail.com	BBA	Youth & Influencer Marketer Pvt. Ltd Sharma.abhinav108@gmail.com	Rs. 300000
5	2024	Bhavishya Kapur kapurbhavi@gmail.com	BBA	WinSpark Innovations maneesh@planetspark.in	Rs. 663600
6	2024	Yakshi yakshi.wasal15@gmail.com	BBA	WinSpark Innovations maneesh@planetspark.in	Rs. 663600
7	2024	Kashish Kashishgarg019@gmail.com	BBA	Nuworld Retail Private Limited accounts@nurepublic.co	Rs. 360000
8	2024	Abhijeet Singh praffulkumar093@gmail.com	BBA	PTC Finance info@ptcfinancial.com	Rs. 252000
9	2024	Anuj Rawat Anujrawatacer@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
10	2024	Riddhi Pandey riddhipandey16@gmail.com	BBA	Corizo amisha@corizo.co.in	Rs. 650000
11	2024	TL Nikhita nikhitalaxmi@gmail.com	BBA	Corizo amisha@corizo.co.in	Rs. 650000
12	2024	Hredesh Bisht bishthredesh1@gmail.com	BBA	Tech Era info@techera.co.in.	Rs. 360000
13	2024	Mukul Chandra mukulchandra619@gmail.com	BBA	Corizo amisha@corizo.co.in	Rs. 650000
14	2023	Kashish Chhabra kashish1471@gmail.com	BBA	Globiva info@globiva.com	Rs. 240000
15	2024	Om Phuloria omphuloria@gmail.com	BBA	Samaksh Trade Consultants Pvt. inquiries @samakshtrade.com	Rs. 500000
16	2024	Chirag Khurana ckkhurana1998@gmail.com	BBA	Souk Media contact@soukmedia.co	Rs. 240000
17	2024	Kashish Kainth kashishkainth2003@gmail.com	BBA	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
18	2024	Anjini Sharma anjinisharma1@gmail.com	BBA	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
19	2024	Aman Morwani amanlalwani2209@gmail.com	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
20	2024	Gaurav Gauravv1256@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
21	2024	Chetan Bist CHETANBISHT1412@GMAIL.COM	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
22	2024	Dev Sharma clg.devsharma@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
23	2024	Riya bagririya12@gmail.com	BBA	Federal Bank contact@federalbank.co.in	Rs. 609961
24	2024	Shiza shizas371@gmail.com	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
25	2023	Sameer sameerujjainwal2@gmail.com	BBA	Winspark Innovations maneesh@planetspark.in	Rs. 663600
26	2024	Ria Saigal riasaigal28@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000

27	2024	Vanshika Jahuri jvanshika36@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
28	2024	Aayush aayushsharoliya13.sep@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
29	2024	Harsh Bisnoi harshbishnoi28@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
30	2024	Rishabh Chand Rishabhchandd01@gmail.com	BBA	Tech Era info@techera.co.in.	Rs. 360000
31	2024	Manish Kaul manishkaul269@gmail.com	BBA	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
32	2024	Ayush Mangla ayushmangla25341@gmail.com	BBA	Winspark Innovations maneesh@planetspark.in	Rs. 663600
33	2024	Trimbhak Nath triyambakvats@gmail.com	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
34	2024	Sufyan Habeebur Rah sufyanhabeeb11@gmail.com	BBA	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
35	2024	Ruhi Kaur Bhatia ruhi.13.rb@gmail.com	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
36	2024	Rohit Jaiswal jaiswalhrithik1234@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
37	2024	Niranjan Bafna niranjanbafna00@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
38	2024	Chirag Singhal singhalchirag73@gmail.com	BBA	FedBank contact@federalbank.co.in	Rs. 609961
39	2024	Harsh Kumar harshkumar08163@gmail.com	BBA	Fedbank contact@federalbank.co.in	Rs. 609961
40	2024	Anubhav anubhav059@gmail.com	BBA	Softage info@softage.net	Rs. 450000
41	2024	Aditya Goyal adityago2003@gmail.com	BBA	SoftAge info@softage.net	Rs. 450000
42	2024	Sanya Aggarwal Sanyaaggarwal0211@gmail.com	BBA	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
43	2024	Aryan Sarraf aaryansarraf29@gmail.com	BBA	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
44	2024	Shantanu Bhardwaj shantanu.bhardwaj2401@gmail.com	BBA	Softage info@softage.net	Rs. 450000
45	2024	Shail Kayshap shailkashyap90@gmail.com	BBA	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
46	2024	Lipika Pilani lipikapilani@gmail.com	BBA	IHS Markit Support.CDN@ihsmarkit.com	Rs. 438431
47	2023	Mohd Hamid hamidmohd503@gmail.com	BBA	JLL manish.aggarwal@jll.com	Rs. 330000
48	2024	Vanishika Gupta 2020vanshikagupta@gmail.com	BBA	Softage info@softage.net	Rs. 450000
49	2024	Janvi Chachara janvichachra3112003@gmail.com	BBA	JLL manish.aggarwal@jll.com	Rs. 330000
50	2023	Yash Mehra yashmehra4103@gmail.com	BBA	Globiva info@globiva.com	Rs. 240000
51	2024	Angad Singh Saluja salujaangad8@gmail.com	BBA	Softage info@softage.net	Rs. 450000
52	2024	Ematul Mahin ematulmahin@gmail.com	BBA	Winspark Innovations maneesh@planetspark.in	Rs. 663600
53	2024	Mayank Bhandula mayankkumarmk571917@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
54	2023	Dhairya Aggarwal aggarwaldhairya25@gmail.com	BBA	Winspark maneesh@planetspark.in	Rs. 663600
55	2024	Mridul Jain Mriduljain2204@gmail.com	BBA	Groto hello@letsgroto.com	Rs. 375000
56	2023	Upkeerat Singh upkeeratsingh@gmail.com	BBA	JLL manish.aggarwal@jll.com	Rs. 330000
57	2024	Vaishnav Nair vaishnavn04@gmail.com	BBA	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000

58	2024	Prince Sharma Prince01.ps44@gmail.com	BBA	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
59	2024	Sakshi Bhardwaj bhardwaj.sakshi305@gmail.com	BBA	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
60	2023	Abhilash Panja wowabhi03@gmail.com	BBA	Globiva info@globiva.com	Rs. 240000
61	2023	Bhavye Chaudhary bhavyechoudhary@gmail.com	BBA	Globiva info@globiva.com	Rs. 240000
62	2024	Sanyam Bhatia sanyam.bhatia45@gmail.com	B.Com	Emmar enquiries@emaar-india.com	Rs. 359997
63	2024	Urvil Shahurvil1717@gmail.com	B.Com	Ambani & Associates hiteshambani@hotmail.com .	Rs. 360000
64	2024	Piyush Jindal www.pj.24102003@gmail.com	B.Com	Talent Serve talentserv@talentserv.co.in .	Rs. 1200000
65	2024	Pavit Singh Bawa Pavitsinghbawa18@gmail.com	B.Com	Shri Krishna Embroideries Skelp.skelp@gmail.com	Rs. 520000
66	2024	Aman Pandey Pandeyaman1308@gmail.com	B.Com	Talent Serve talentserv@talentserv.co.in .	Rs. 550000
67	2023	Ashish Kumar Jha Ashishkr.jha9717@gmail.com	B.Com	Globiva info@globiva.com	Rs. 240000
68	2024	Mehak Gupta maheknitya@gmail.com	B.Com	Edelytics bhawna.sharma@edelytics.com	Rs. 300000
69	2024	Vrinda Sethi Sethi.vrinda11@gmail.com	B.Com	Emaar enquiries@emaar-india.com	Rs 360000
70	2024	Abhishek Singh Kandiyal2003@gmail.com	B.Com	Emaar enquiries@emaar-india.com	Rs 360000
71	2024	Aashima Mahajan aashimamahajan47@gmail.com	B.Com	Emaar enquiries@emaar-india.com	Rs 360000
72	2024	Debraj Roy roydrone8@gmail.com	B.Com	TalentServe talentserv@talentserv.co.in .	Rs. 1200000
73	2024	Abhishek kumar Rai abhishekrai123654@gmail.com	B.Com	Movidu Tech hr@inmovidutech.com	Rs 360000
74	2024	Shubangi Sharma shubhangisharma661@gmail.com	B.Com	Bizgurukul info@bizgurukul.com	Rs. 307200
75	2023	Pranav Pahuja pahujapranav105@gmail.com	B.Com	JLL manish.aggarwal@jll.com	Rs. 330000
76	2023	Jasman Singh jasmanmalhotra@gmail.com	B.Com	JLL manish.aggarwal@jll.com	Rs. 330000
77	2024	Sakshi Chahaun sakshi20603chauhan@gmail.com	B.Com	Deloitte usindiaogc@deloitte.com	Rs. 325008
78	2024	Somansh Singh somanshsinghkainth@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
79	2024	Divij verma divijkumar8@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
80	2024	Alekh Tiwari alekht220@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
81	2024	Mebin T Saji mebin058@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
82	2024	Tanya bajaj tanyabajaj291@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
83	2024	Preksha Jain preksha.jain55@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
84	2024	Ishfa Saleem Ishfasaleem341@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
85	2024	Steve Binny Thomas stevebinny2003@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
86	2024	Mohit Yadav mohit49830@gmail.com	B.Com	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
87	2023	Kashish Kashish019@gmail.com	B.Com	Globiva info@globiva.com	Rs. 240000
88	2024	Parth Bhatia parthbhatia567@gmail.com	B.Com	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
89	2024	Naman Yadav yadavnaman5101@gmail.com	B.Com	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000

90	2024	Syed Umar sayedumar619@gmail.com	B.Com	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
91	2024	Arihant jain iamarihant03@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
92	2024	Prayas Panda prayaspanda @gmail.com	B.Com	Souk Media mailto:contact@soukmedia.co	Rs. 240000
93	2024	Sameer Chaudhary sameer1990jjj@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
94	2024	Riya Punyani riyapunyani6@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
95	2024	Pranjul malyan pranjulmalyan@gmail.com	B.Com	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
96	2024	Vaibhav Suri vaibhavsuri01@gmail.com	B.Com	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
97	2024	Insha Saifi saifiinsha080@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
98	2024	Garima Bellani garimabellani37@gmail.com	B.Com	Souk Media contact@soukmedia.co	Rs. 240000
99	2024	Aditya manchanda adityamanchanda1277@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
100	2024	Lakshay Nagpal nagpallakshay507@gmail.com	B.Com	Groto hello@letsgroto.com	Rs. 375000
101	2024	Harshdeep Jha Harshdeep.jha@gmail.com	B.Com	Tech Era info@techera.co.in.	Rs. 360000
102	2024	Tejas Bhadana tejasbhadana9208@gmail.com	B.Com	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
103	2024	Harsh prabhakar prabhakarharsh123@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
104	2023	Oshal Osaalsingh6129@gmail.com	B.Com	JLL manish.aggarwal@jll.com	Rs. 330000
105	2024	Stuti Singh stutis006@gmail.com	B.Com	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
106	2024	Aryan Kapoor Aryankapoor01020@gmail.com	B.Com	Campus Group Education(India) Private Limited india@campusgroup.com.au	Rs. 330000
107	2024	Sparsh Gulati sparshgulati123@gmail.com	B.Com	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
108	2024	Khushboo Arora arorakhushboo2021@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
109	2024	Sanchit Kumar sanchit2003kumar@gmail.com	B.Com	SoftAge info@softage.net	Rs. 450000
110	2024	Yash Thakur yashyt0603@gmail.com	B.Com	SoftAge info@softage.net	Rs. 450000
111	2024	Shashvat Sharma shashvats634@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
112	2024	Garvit Batra batragarvit9@gmail.com	B.Com	Federal Bank contact@federalbank.co.in	Rs. 609961
113	2024	Ryan Bakshi bryan123@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
114	2023	Garima Rawat garimarawat501@gmail.com	B.Com	Globiva info@globiva.com	Rs. 240000
115	2023	Samit Satija satijasamit@gmail.com	B.Com	JLL manish.aggarwal@jll.com	Rs. 330000
116	2024	Namit Satija namitsatija.23@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
117	2024	Swayam Gupta swayamgarg2004@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
118	2024	Kanika Rawat kanikarawat103@gmail.com	B.Com	SoftAge info@softage.net	Rs. 450000
119	2024	Harshit Rawat rawatharshit9099@gmail.com	B.Com	Groto hello@letsgroto.com	Rs. 375000
120	2024	Daksh Arora daksharor@gmail.com	B.Com	Big Oh Tech Pvt Ltd. Anasua.maitra@bigohtech.com	Rs. 450000
121	2024	Shivam Saluja	B.Com	Corizo	Rs. 650000

		shivamsaluja21447@gmail.com		amisha@corizo.co.in	
122	2024	Divyesh Balodi divyesh.balodi@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
123	2024	Adesh Kumar Gulati aadeshgulati9@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
124	2024	Keshav Sharma ks0803121@gmail.com	B.Com	Broomes India Pvt Ltd niharika@broomees.com	Rs. 360000
125	2024	Aadarsh Sharma adarsh.afbbs@gmail.com	B.Com	Corizo amisha@corizo.co.in	Rs. 650000
126	2023	Shubh Sharma Shubh.sharma@gmail.com	B.Com	Globiva info@globiva.com	Rs. 240000
127	2024	Sanchita Bist sanchitabisht03@gmail.com	B.Com	Federal Bank contact@federalbank.co.in	Rs. 609961
128	2024	Ansh Chauhan chauhansh32@gmail.com	B.Com	Bigohtech Anasua.maitra@bigohtech.com	Rs. 450000
129	2024	Bhumi Tiwari Tiwaribhumi886@gmail.com	B.Com	Spinny you@spinny.com	Rs. 243420
130	2024	Harsh Goyal harshgoyal406@gmail.com	B.Com	SoftAge info@softage.net	Rs. 450000
131	2023	Vaibhav Mendiratta 148vaibhav@gmail.com	B.Com	JLL manish.aggarwal@jll.com	Rs. 330000
132	2024	Aakash Sharma aakashsharma050603@gmail.com	B.Com	NTT Data Campus.Connect@nttdata.com	Rs. 270500

M.: 9278627353
8010004005

J. P. MACHINERY

Manufacturer of Semi Automatic, Automatic & Fully Automatic
Pet Stretch Blow Moulding Machine & Accessories

I-114, SECTOR-4, INDUSTRIAL AREA, BAWANA, DELHI-110039

Ref. No. ..... *Dated* .....

OFFER LETTER

Date: 11/03/2024

To,
Mr. Priyanshu
D-225, Ashok Vihar
New Delhi-110052

Subject: Offer Letter

Dear Mr. Priyanshu,

Congratulations! We are pleased to confirm that you have been selected to work for J.P. Machinery. We are delighted to make you the following job offer.

The position we are offering you is that of SALES ANALYST with an annual cost to the company 4.5 LPA. This position reports to the HR Manager, Mr. Rakesh. Your working hours will be from 10AM to 8PM, Monday to Saturday.

Benefits for the position include:

- Casual leave of 30 days per annum.
- ESIC Coverage.
- Paid Medical Leave.

We would like you to start work on 18th March 2024 (Monday) at 10AM. Please report to Mr. Rakesh, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me by 16th March 2024 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 J.P. Machinery and look forward to working with you.

Sincerely,

Mr. Rakesh Pandey
HR Manager
J.P. Machinery

J.P. MACHINERY DELHI-39 I-114, SEC.-4, BAWANA

Dated: 10th February, 2024

Dear Aarzoo Vashisht,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e-signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Aarzoo Vashisht
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

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

Letter of Intent

Date: 19/03/2024

To Mahak Bansal

Employee Code: PS19563

Dear Mahak

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2024.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



YOUTH&INFLUENCER MARKETER PRIVATE LIMITED

OFFER LETTER

Date: 1st April, 2024
Addressed to: Mr. Utkarsh Jain

Dear Utkarsh,

We're pleased to welcome you to the Youth Marketer family. Here are all the details on your role here:

Position
Youth Marketing Manager

Responsibilities
- Leading & overseeing youth marketing campaigns
- Heading a team of campus managers & monitoring their performance
- Dealing with clients and giving them timely updates
- Expanding our footprint in colleges across India

Logistics
- This is a hybrid role with a mix of you working from home + you coming to the office (once or twice a week)
- You might have to go for client meetings or attend campus events whenever the need arises

Joining Date
9th April, 2024

Offered Salary
- Rs 25,000 per month, in hand.
- Rs 2500 bonus per month (to be paid together on your completion of 6 months of employment at Youth Marketer)
- Laptop would be provided to you
- Any expense incurred which fails outside the domain of *normal-course-of-business* will be reimbursed. This includes project expenses, special travel plans ,out-of-pocket expenses on behalf of the company

Other Pointers

- You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company
- You will be required to maintain utmost secrecy in respect of project documents, commercial offer, design documents, project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.
- You will be required to comply with all such rules and regulations as the Company may frame from time to time.
- Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.
- If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
- You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
- The content & intellectual property created and/or shared by you during the program shall be the sole property of Youth Marketer. You agree to share with Youth Marketer the original/raw copies of all the content created during the program.
- The content created & shared by you, shall be free of any copy rights, trade mark infringement and you agree to indemnify Youth Marketer against any third party claims with respect to intellectual property rights by third parties.
- During your stint, you can't work for or share information with any competitive firms.

YOUTH&INFLUENCER MARKETER PRIVATE LIMITED

If you accept the terms and conditions above mentioned, please sign the declaration return it to us. All disputes shall be subject to Courts in Delhi only.

For Youth&Influencer Marketer Pvt. Ltd.



Abhinav Sharma
Business Head

Utkarsh Jain
08/04/2024

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

Letter of Intent

Date: 20/03/2024

To Bhavishya Kapur

Employee Code: PS19590

Dear Bhavishya

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **30th July 2024.** You will be based out of PlanetSpark office at PlanetSpark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana- 122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



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

Letter of Intent

Date: 19/03/2024

To Yakshi

Employee Code: PS19572

Dear Yakshi

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2024.** You will be based out of Planet Spark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana-122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



Nuworld Retail Private Limited

Address: 008-18th Floor, Tower B Emaar Digital Greens
Golf Course Ext Road, Sector 61 Gurgaon
M: +918826257630 . E: accounts@nurepublic.co

Date : **20th Feb,2024**

Subject : Letter of Appointment

Dear **Ms. Kashish**
Add: Gurunanakpura, Narnaul,
Mahendragarh, Haryana-123001

We are pleased to appoint you as **"Social Media -Manager"** at NuWorld Retail Private Limited based in **Gurugram from 28th Feb 2024.**

The annual compensation, benefits and perquisites applicable to your position are set forth in Annexure I.

Your appointment is subject to:

- A probation period of 6 months from the date of your joining Nuworld Retail (which may be extended at the Company's discretion). Upon the successful completion of the probation period your services will be confirmed in writing.
- The Company's **Terms and Conditions of Service**, **Code of Conduct, Non – Disclosure Agreement** and its other policies/regulations which may be changed from time to time according to the needs of the business.
- Verification and validation of information provided by you including your employment & personal background, professional standing, work history and qualification.

Please sign and return the copy of this letter and Annexure I in acceptance of these terms and conditions.

We welcome you to be a part of the team and participate in its efforts to realize its goals.

Yours Faithfully,

For NuWorld Retail Private Limited



(Vickey Jain)
Authorized Signatory

DECLARATION:

I accept the appointment on the terms and conditions contained in this letter, the Company's **Terms and Conditions of Service**, **Code of Conduct, Non – Disclosure Agreement** and its other policies/regulations as applicable to the employees of the company from time to time.

I have read and understood the Company's **Terms and Conditions of Service**, **Code of Conduct, Non – Disclosure Agreement** and its other policies/regulations and will abide by them.

I understand that for the verification and validation of information, an outside background agency may obtain information it deems appropriate from various sources including, but not limited to, the following: current and past employers, school records, college records and professional and personal references.

I authorize, without reservation, any individual, corporation or other private or public entity to furnish Nuworld Retail and the outside background Agency all information about me.

I unconditionally release and hold harmless any individual, corporation, or private or public entity from any and all causes of action that may arise from furnishing to Nuworld Retail and the outside agency information that they may request pursuant to this release.

Accepted

Annexure I: Terms and Conditions of Service

1. **Job Title:** You shall be designated as **Social Media -Manager.**
2. **Date of Joining:** As agreed between us, you shall join the services of the Company on the **28th Feb, 2024**
3. **Transferability:** Your place of posting will be **Gurugram, Haryana.** However, your services are liable to be transferred from one location to another, anywhere in India
4. **Leave:** As per Nuworld Retail Policy (Attached)
5. **Holidays:** As per Nuworld Retail Policy (Attached)
6. **Working Hours:** As per Nuworld Retail Policy (Attached)
7. **Responsibilities & Duties:** Your minimum job description is the following:
    a. Reaching out to influencers for potential brand collaborations and building a database of influencers based on various social media platforms.
    b. Communicate and negotiate with influencers for the appropriate deals and brief them on the kind of content we expect from them for a successful collaboration.
    c. Any responsibilities regarding social media given by your Reporting Manager in writing.
    d. You must effectively perform such activities to ensure results and you will be expected to work extra hours to achieve this whenever the job requires.
8. **Remuneration: As per Annexure II**
9. **Retirement:** Your retirement age at Nuworld Retail shall be 60 years.
10. **Confidentiality**
    a. Remuneration: It is a condition of your service to ensure that the organization's policy of maintaining the strictest confidentiality for the remuneration you receive is observed by you at all times.
    b. Information: You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your own benefit.
11. **Company Assets**
    a. Employees should use the company's assets solely for the benefit of the company and its clients and not for personal benefits or gains. The company's assets include, its stationary, office property like laptops, headphones & other hardware and facility-related documents such as I-card, insurance card, etc.
    b. Employees are responsible for the safekeeping and return, in good condition and order, of all of the company's property, which maybe in their use, custody or charge.
    c. In the event any property/asset of the company, in the custody or charge of the employee, is damaged or lost by the employee, the employee is liable to pay the cost of the asset to the company.
12. **General Terms and Conditions**
    a. You will not either directly or indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature during the tenure of your employment with the Company.
    b. Subsequent to your separation from the Company, for a period of twelve months you will not take up any job or assignment, either full time or otherwise, either directly or indirectly for/on behalf of any other organization working with the client of the Company, whose assignment you have worked on in the twelve months immediately preceding your separation from the Company. Any violation may include legal action.
    c. The Rules and Regulations as framed by the organization from time to time shall become conditional upon you and by which you shall abide
    d. This appointment is valid subject to:

i. Your being medically fit,
ii. Your furnishing at the time of joining, documents in proof of your having been relieved by your present employer.

13. **Notice Period:**
    a. Either party can terminate the employment by giving a notice period o**f 15 days.**
    b. In case the employee does not wish to continue to serve the company during the Notice Period, then the company has the right to recover the full salary payable during the notice period from the dues of the employee, and take necessary legal action to recover such dues from the employee
14. **Business Travel**: As per policy circulated separately.
15. **Termination:** An employee can be terminated on the following grounds:
    a. If any declaration given or information furnished by you to the Company proves to be false or if you are found to have willfully suppressed or concealed any material information, in such cases, you will be liable to removal from services without any notice.
    b. You may be terminated with immediate effect if you are found guilty of willful misconduct, criminal offenses, falsification of information, or violation of any of the terms of this contract. in such cases, you will be liable to removal from services without any notice
    c. Ill health: The company reserves the right to test any employee for fitness to hold a post, by sending him/her to a doctor or a hospital, with or without notice. If the employee is found to be medically unfit, or due to continued ill health the employee is unable to perform the job he/she was hired for, the company may take either one or both of the following actions:
        i. The employee may be asked to go on leave without pay till the time the employee is certified fit for work.
        ii. The services of the employee may be terminated with immediate effect, with no notice pay liable to be given.
    d. Upon termination of your employment, you will immediately surrender to the Company all files, Data Hard-drive, database, USB books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of your employment.
    e. 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 which is the property of the Company - for your own benefit or for the benefit of any third party - either during the course of your employment or after your separation.
    f. Termination is considered complete only after the submission of a complete No Dues Certificate to the firm.

Please signify your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and returning the same to us for the Company's records.

Thanking you

For Nuworld Retail Private Limited



(Vickey Jain)
Authorized Signatory

ANNEXURE II
REMUNERATION

A. CTC:

Remuneration Salary payable Annually , subject to statutory deductions and TDS as per law (CTC)
INR 3,60,000/- (Rs Three Lakh Sixty Thousand Only) or INR 30,000/- (Rs Thirty Thousand Only) and Retention Bonus: INR 60,000 per year, 50% payable at the time of completion of 180 days and Rest 50% payable at the time of 366th day from date of appointment.

B. General Rules

- For any expenses undertaken on behalf of the company prior written approval from the finance team and your reporting manager is a must.

----------End of Document ----------

Business Deals
Connecting Businesses

Dear Mr. **Abhijeet Singh**,

Welcome to BusinessDeals !!!

It is our pleasure to extend the following offer of employment to you in our organization.

With reference to your application and subsequent interview with us, we are pleased to offer you the post of Business Development Associate at BusinessDeals. Your salary would be Rs21,000/- per month.

Date of Joining: **5th February 2024 Monday**.

Also Note:

1. This offer is on probation for 6 months of your joining in our company, however if your work is satisfactory you would be taken on, in the company in terms as decided.

2. Incentive will be paid on actual basis and detail T&C would be communicated at a later date.

3. As per terms of the company there would be no leaves permitted for the first 6 months and no salary would be paid for the days you are absent from duty. Prior Approval is required to take a day/days off by the management.

4. You will be reporting to Ms. Unnati, and your office would be at Nehru Place. The office timings are 10 am to 7 pm Monday to Saturday.

5. Incase you need to leave the company, 1 month prior notice is required or a deposit of 1 month salary has to be made.

I, on behalf of the management of BusinessDeals welcome you to our organization and we do hope that you have a long, fruitful and satisfying association.

Unnati

PTC FINANCE PVT. LTD.
505 Manisha Building 75-76, Nehru Place,
New Delhi -110019 INDIA
Tel : +911141064800, +911141064900
E-mail : enquiry@businessdeals.in
www.businessdeals.in

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Anuj Rawat,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Riddhi Pandey,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation:

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits:
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period: In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement:
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **TL Nikhita,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation:

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits:
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period: In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement:
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Dear Hredesh Bisht,

Subject: Appointment in the position of Business Development Executive

With reference to your application and the subsequent interview you had with us, we are pleasedto confirm your appointment for the above said position in TechEra Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of Noida.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the 13th June 2024 between TechEra Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 1956 (hereinafter called the "company") of the one part and Hredesh Bisht (Hereinafter called the "Employee") of the other part. WHEREAS The company is desirous of appointing Hredesh Bisht as its business development executive and the Employee has agreed to on the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

Your monthly salary package will be as per the terms mentioned in this letter. Based on the periodic reviews your compensation package may differ as per the compensation policy applicable to other employees of your category in respective department.
The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.
The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.
The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respect conform to and comply with the directions given and regulation made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote interests of the company.
The Employee shall agree to enter a service bond of 3 months till probation. The said Employee shall not resign his office operations till the end of this contract bond period.

The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-

Commit any material or persistent breach of any of the provisions contained.

Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

WORKING HOURS:

Your standard working hours will be 10:30 AM to 7:00 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

DATE OF JOINING:

As per our discussion you will report to the Company on the joining date is 18th of June 2024 as a Business Development Executive – Trainee

PROBATION AND TRAINING PERIOD:

You shall be on Training Period for 3 months/ until graduation (if under graduation). You shall be on probation for your Training period from the date of joining the Company. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. The company reserves the right to terminate the tenure of the job up on performance or behavioral grounds.
During the probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the company. The salary during the months of probation will solely be dependent on performance with no fixed salary being provided.

LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time period with the company. All National Holidays will be holidays for all employees.
The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

NOTICE PERIOD AND TERMINATION:

a). During the Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
In case the termination is initiated by you, a notice period of 3 Months is applicable failing which The Company reserves the right to recover from you, upto 3 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract
After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, upto 03 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract which is established for a period of 03 months, subject to the release date being approved by the Company.
If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty upto the equivalent of 03 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.

The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. Any activity leading to loss of business

The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.
You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

NON-DISCLOSURE AGREEMENT

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 3 (three) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

EARNINGS

You shall be joining as a Business Development Executive Trainee for the duration of 3 months. Where your salary would be 8K to 15K fixed. After the Training Period, based on your performance the company has the right to uphold or withdraw your employment offer. Upon confirmation of employment you'd be promoted to the position of Business Development Executive thereafter.
You will be remunerated fixed 22,000 INR as your base salary after your training period. Refer below for the split up.
The targets shall change every month and will be communicated in the beginning of the month by your Team Leader and it's under his/her sole discretion every month.

Name	DOJ	Designation
Hredesh Bisht	18-06-24	Business Development Executive

Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based bonus	upto 8,000	Upto 96,000
Fixed compensation	22,000	2,64,000
Cost to Company (CTC)		3,00,000 - 3,60,000

We hope you have a great learning experience with us and grow in the process of this role. Thank you.



Ravindra Singh Rajawat Chief Executive Officer
TechEra Knowledge and Careers Pvt Ltd Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:
Name: Hredesh Bisht

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Mukul Chandra,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

September 14, 2023

Kashish Chhabra

New Delhi, Delhi

Offer Letter

Dear Kashish,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

Samaksh Trade Consultants Pvt Ltd
Madhav Darshan Building, Vinoo Mankad Road,
227, 2nd Floor, Lal Bungalow,
Jamnagar, Gujarat 361001

Date – 25/04/2024

Offer Letter

Dear Om Phuloria,

I trust this message finds you well. It is with utmost pleasure and enthusiasm that I extend my sincerest congratulations on your successful selection to join **Samaksh Trade Consultants Pvt**. On behalf of our esteemed organization.

Your remuneration package for this pivotal position **Sales Manager** amounts to an annual sum of **INR 5,00,000.** We eagerly anticipate your commencement with our esteemed team, scheduled for **29-04-2024.**

To facilitate a seamless transition into your new role, we kindly request the submission of the following documents in electronic format:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of a cancelled cheque)
4. Previous employer's pay-slip/bank statement

We kindly ask that these documents be furnished to us via email no later than **29-04-2024.** Furthermore, your formal acceptance of this offer is kindly requested by signing the enclosed copy of this letter and returning it to us by the aforementioned date.

Should you have any inquiries or require further clarification, please do not hesitate to reach out. We remain steadfast in our commitment to ensuring a seamless integration into our esteemed team.

With profound respect and anticipation,

Maurya Bhatt

Maurya Bhatt
Co-Founder
Samaksh Trade Consultants

Accepted by

(Sign above)
Om Phuloria

Annexure A

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the period of probation, it is up to the discretion of management to remove the employee without a notice period.

3. Full time employment, leaves and encashment

Your position is a full-time employment with the company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

During your employment, you may take **12 medical leaves/casual leaves per year and 12 paid leaves per year**. In case you do not take paid leaves, you can encash or carry forward those leaves in the next year ONLY. Apart from these 24 annual leaves, (1) national holidays, (2) select gazetted holidays and (3) your own birth-day will also be non-working days for you.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence,

specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon resignation/ termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

July 15th, 2024
Chirag Khurana

Re: Appointment Letter – "Annexure – A"

Dear Chirag Khurana

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **15th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

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

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

20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Chirag Khurana

Date: 15th July'2024

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

Noida

Date:03May2024

Name:Kashish Kainth

Emailid:kkainth@gmail.com

ContactNumber: +9952345815

LETTER OF INTENT FOR EMPLOYMENT

Dear Kashish,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with

us.Congratulations!

Weare pleased to extend anoffer to you as GraduateManagement Trainee at Big OhNotation Pvt. Ltd. On thefollowing terms and conditions:

DateofJoining	15-05-2024
Reportinginto	MadanMohan
Compensation	Yourcompensationduringthetrainingperiodshallbe1.92LPA.However,after successfulcompletionof4monthsoftrainingperioditshallbereviseduptо4.5-5.2Lakhsperannum(Inclusiveof50,000AssociationBonus).*
Location	A-80, Sector -2, Noida
WorkTimings	10:00a.m.to7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee andthe company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performanceduring the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for aspecific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it'sassociate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign youcompany assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shallbe subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior toyour joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should theresults of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and

globally.For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Pleasenote:Donotreplytothisemail.Thisemailissentfromanunattendedmailbox.Replieswillnotberead.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it canbe from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

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Pleasenote:Donotreplytothisemail.Thisemailissentfromanunattendedmailbox.Replieswillnotberead.

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Ms. Anjini Sharma

Dear **Anjini,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

2 June, 2024

Private & Confidential

AMAN MORWANI

Subject: Contract of Employment

Dear AMAN MORWANI,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B**,** Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one-month notice from either you or IHS Markit or salary (one-month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months' base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform

the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association.

Sincerely,

Reema Malhotra

Vice President – Human Resources

IHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name: **AMAN MORWANI**

Signature: _____ Date: _____

ANNEXURE A

Name: AMAN MORWANI

Job Title: Outsourcing Delivery Analyst

Work Location: Noida

Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)

- **Basic:** 160,000
- **HRA:** 80,000
- **Interim Bonus:** 24,000
- **Employer's Contribution to PF:** 21,600
- **Flexible basket**:**114,400
- **Total Base Pay (A):** 400,000
- **Gratuity @4.8% of Basic (B):** 7,680
- **Insurance Premium (C):** 30,751
- **Total Fixed Cost to Company (A+B+C):** 438,431

****FLEXIBLE BASKET**

- Leave Travel Allowance: Flexible up to 10% of Basic
- Telephone Allowance: Flexible up to 24,000 per annum
- Books & Periodicals Reimbursement: Flexible up to 24,000 per annum
- Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)
- Professional Development: Flexible up to 50,000 per annum
- National Pension Scheme: Flexible up to 10% of basic per annum
- Meal Card: Either 0, 13,200 or 26,400 per annum
- Special Allowance Balancing figure

NOTE:

1. You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.
2. Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.
3. For non-Indian passport holders, PF is calculated on Basic and Special allowance.
4. Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

1. Proprietary Information. I understand and acknowledge that:

(a) My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

(b) The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

2. Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company**,** except as necessary to carry out my duties.

3. Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over-the-counter securities published in a newspaper of general circulation

4. Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

5. Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the

purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

6. Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part**,** during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

7. Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me**,** in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of-pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

8. Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

9. Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

10. Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument

executed by both parties hereto.

11. No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of any provision of this agreement.

12. Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

13. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra
Vice President – Human Resources
IHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name: AMAN MORWANI

Signature: _____ Date: _____

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to fellow travelers. Do not leave laptops on view in cars.

'Soft Security'

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software is forbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then 'cookie's, 'tags' or 'web beacons' may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages, then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet. A modest amount of personal use is acceptable provided it meets these criteria:

- Use must be minimal and be conducted substantially outside of business hours (e.g. during the course of breaks);
- Use must not interfere with the normal duties of the job;
- Personal e-mails should be labelled as "personal" in the subject header;

- Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legal obligation(s).

Inappropriate Use

Misuse or abuse of the Company's computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

- To observe basic security procedures when using computers and electronic communication devices
- Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so
- Not to make excessive personal use of the internet or the Company e-mail system
- To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

- To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets
- To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC's shared drives or lap tops
- To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received
- To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: **AMAN MORWANI**

Signature: _____ Date: _____

This is a system generated contract and does not require to add a digital signature.

groto

Dated: 10th February, 2024

Dear Gaurav,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Gaurav
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

2 June, 2024

Private & Confidential

Chetan Bist

Subject: Contract of Employment

Dear Chetan,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B, Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one-month notice from either you or IHS Markit or salary (one-month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months' base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association. Sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name:Chetan

Signature: Date:

ANNEXURE A

Name: Chetan Bist

Job Title: Outsourcing Delivery Analyst Work Location: Noida

Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)

Basic: 160,000

HRA: 80,000

Interim Bonus: 24,000

Employer's Contribution to PF: 21,600

Flexible basket**:114,400

Total Base Pay (A): 400,000

Gratuity @4.8% of Basic (B): 7,680

Insurance Premium (C): 30,751

Total Fixed Cost to Company (A+B+C): 438,431

**FLEXIBLE BASKET

Leave Travel Allowance: Flexible up to 10% of Basic

Telephone Allowance: Flexible up to 24,000 per annum

Books & Periodicals Reimbursement: Flexible up to 24,000 per annum

Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)

Professional Development: Flexible up to 50,000 per annum

National Pension Scheme: Flexible up to 10% of basic per annum

Meal Card: Either 0, 13,200 or 26,400 per annum

Special Allowance Balancing figure

NOTE:

You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.

Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.

For non-Indian passport holders, PF is calculated on Basic and Special allowance.

Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

Proprietary Information. I understand and acknowledge that:

My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company, except as necessary to carry out my duties.

Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over-the-counter securities published in a newspaper of general circulation

Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other

person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part, during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me, in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments

thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of- pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument executed by both parties hereto.

No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of any provision of this agreement.

Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name: Chetan Bist

Signature: Date:

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to fellow travelers. Do not leave laptops on view in cars.

'Soft Security'

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software is forbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then 'cookie's, 'tags' or 'web beacons' may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages, then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet. A modest amount of personal use is acceptable provided it meets these criteria:

Use must be minimal and be conducted substantially outside of business hours (e.g. during the course of breaks);

Use must not interfere with the normal duties of the job;

Personal e-mails should be labelled as “personal” in the subject header;

Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legal obligation(s).

Inappropriate Use

Misuse or abuse of the Company’s computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

To observe basic security procedures when using computers and electronic communication devices

Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so

Not to make excessive personal use of the internet or the Company e-mail system

To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets

To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC’s shared drives or lap tops

To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received

To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: Chetan Bist

Signature: Date:

This is a system generated contract and does not require to add a digital signature.

Dated: 10th February, 2024

Dear Dev Sharma,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Dev Sharma
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

HR TAD/B/PR-45326/OFP-243/2024-25 22nd August 2024

Hearty Welcome!

Dear Riya,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at **postings@federalbank.co.in**.

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role.

Yours Sincerely,



Sabeena Shaji A
Vice President (HR)

To
Ms. Riya
229/3 Sec 3
Type 3
RK Puram

Offer of appointment to Ms. Riya as Customer Service Associate.

You have been selected for appointment in the Bank as Customer Service Associate on the basis of your performance in the campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Chandigarh** situated at Sco 139-140, Sector 8 C, Madhya Marg, Chandigarh-160 009. You will have to join Branch/Office: Chandigarh on 10/09/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 02/09/2024 before 09.00 a.m., for a six-day orientation programme from 02/09/2024 to 07/09/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 07/09/2024 at 06.00 p.m, you will have to report for duty on 10/09/2024 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Academy of Career Excellence (FACE) from 01/09/2024 onwards. The offer of appointment will be valid only up to 02/09/2024.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Customer Service Associate has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 24050 – 1340/3 – 28070 – 1650/3 – 33020– 2000/4 – 41020 – 2340/7 – 57400 – 4400/1 – 61800 – 2680/1 – 64480as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Customer Service Associate at Aluva initially would be as follows.

Particulars	**Amount (Rs.)**
Basic Pay	26730.00
Special Allowance	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75

Total	45876.15

* Basic pay includes 2 Graduation Increments of ₹ 1340/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, Webinar training/online learning videos and periodic assessments. The detailed learning schedule, passing scores and associated timelines will be intimated in due course by HR-Talent Development & Training Division.

You will be required to complete the requisite learning within the period of your probation. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:https://bit.ly/3dUGJd6). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.

d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.

f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format https://bit.ly/2C2Tzsx) .Hard copy of the documents should be submitted on the joining day.

g. One copy of your latest passport size photograph.

h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).

i. Certificate of completion of pre-induction training programme.

j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Customer Service Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Customer Service Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. For those who pursuing the final year of Graduation degree should complete the course during the academic year 2023-24 and will have to submit the certificates and marklists in proof of having passed the Graduation with 60% of marks (final year/semester examination should be cleared in the first chance itself). The minimum eligibility of 60% (for UG) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks (final year/semester examination should be cleared in the first chance itself) within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing

which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and also from FACE to the place of posting.



Sabeena Shaji A
Vice President (HR)

I, Riya accept and confirm the above terms and conditions. Place:
Date: 22 August 2024

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	26730.00
Special Allowance BP	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75
Canteen Expenses	1600.00
Newspaper Allowance (1+ ₹ 220)#	475.00
Fixed Conveyance	1700.00
Total	49651.15

after confirmation

Reimbursement of Cost of Petrol / Diesel

Employees who own vehicle in their name and maintain the same for commuting from residence to Branch/Office will be eligible for reimbursement of 26 liters of Petrol/Diesel per month on declaration basis. Those employees who claim reimbursement of cost of Petrol/Diesel will not be eligible for Fixed Conveyance Allowance.

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	2830.00	Yearly
Closing Allowance	1440.00	Yearly
Digital Promotion	1500.00	Yearly
Leave Encashment (Annual)	7646.03	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	48500.00	Lumpsum

*Will vary according to the profit position of the Bank.

2 June, 2024

Private & Confidential

SHIZA

Subject: Contract of Employment

Dear SHIZA,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B**,** Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one-month notice from either you or IHS Markit or salary (one-month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months' base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association. Sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name: SHIZA

Signature: Date:

ANNEXURE A

Name: SHIZA
Job Title: Outsourcing Delivery Analyst Work Location: Noida
Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)
Basic: 160,000
HRA: 80,000
Interim Bonus: 24,000
Employer's Contribution to PF: 21,600
Flexible basket**: 114,400
Total Base Pay (A): 400,000
Gratuity @4.8% of Basic (B): 7,680
Insurance Premium (C): 30,751
Total Fixed Cost to Company (A+B+C): 438,431

**FLEXIBLE BASKET
Leave Travel Allowance: Flexible up to 10% of Basic
Telephone Allowance: Flexible up to 24,000 per annum
Books & Periodicals Reimbursement: Flexible up to 24,000 per annum
Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)
Professional Development: Flexible up to 50,000 per annum
National Pension Scheme: Flexible up to 10% of basic per annum
Meal Card: Either 0, 13,200 or 26,400 per annum
Special Allowance Balancing figure

NOTE:

You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.

Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.

For non-Indian passport holders, PF is calculated on Basic and Special allowance.

Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

Proprietary Information. I understand and acknowledge that:

My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company, except as necessary to carry out my duties.

Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over-the-counter securities published in a newspaper of general circulation

Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the

purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part, during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me, in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments

thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of-pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument executed by both parties hereto.

No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of any provision of this agreement.

Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name: SHIZA

Signature: Date:

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to

fellow travelers. Do not leave laptops on view in cars.

‘Soft Security’

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software is forbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then ‘cookie’s, ‘tags’ or ‘web beacons’ may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet. A modest amount of personal use is acceptable provided it meets these criteria:

Use must be minimal and be conducted substantially outside of business hours (e.g. during the course of breaks);

Use must not interfere with the normal duties of the job;

Personal e-mails should be labelled as “personal” in the subject header;

Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legal obligation(s).

Inappropriate Use

Misuse or abuse of the Company's computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

To observe basic security procedures when using computers and electronic communication devices

Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so

Not to make excessive personal use of the internet or the Company e-mail system

To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets

To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC's shared drives or lap tops

To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received

To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: SHIZA

Signature: Date:

This is a system generated contract and does not require to add a digital signature.

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

Letter of Intent

Date: 19/03/2024

To Sameer

Employee Code: PS19544

Dear Sameer

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2024.** You will be based out of Planet Spark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana-122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



groto

Dated: 10th February, 2024

Dear Ria Saigal,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Ria Saigal
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Vanshika Jahuri,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Aayush,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

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Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

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5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

groto

Dated: 10th February, 2024

Dear Harsh Bishnoi,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Harsh Bishnoi
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

Dear Rishabh Chand,

Subject: Appointment in the position of Business Development Executive

With reference to your application and the subsequent interview you had with us, we are pleasedto confirm your appointment for the above said position in TechEra Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of Noida.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the 13th June 2024 between TechEra Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 1956 (hereinafter called the "company") of the one part and Rishabh Chand (Hereinafter called the "Employee") of the other part. WHEREAS The company is desirous of appointing Rishabh Chand as its business development executive and the Employee has agreed to on the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

Your monthly salary package will be as per the terms mentioned in this letter. Based on the periodic reviews your compensation package may differ as per the compensation policy applicable to other employees of your category in respective department.
The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.
The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.
The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respect conform to and comply with the directions given and regulation made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote interests of the company.
The Employee shall agree to enter a service bond of 3 months till probation. The said Employee shall not resign his office operations till the end of this contract bond period.

The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-

Commit any material or persistent breach of any of the provisions contained.

Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

WORKING HOURS:

Your standard working hours will be 10:30 AM to 7:00 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

DATE OF JOINING:

As per our discussion you will report to the Company on the joining date is 18th of June 2024 as a Business Development Executive – Trainee

PROBATION AND TRAINING PERIOD:

You shall be on Training Period for 3 months/ until graduation (if under graduation). You shall be on probation for your Training period from the date of joining the Company. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. The company reserves the right to terminate the tenure of the job up on performance or behavioral grounds.

During the probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the company. The salary during the months of probation will solely be dependent on performance with no fixed salary being provided.

LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time period with the company. All National Holidays will be holidays for all employees.

The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

NOTICE PERIOD AND TERMINATION:

a). During the Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
In case the termination is initiated by you, a notice period of 3 Months is applicable failing which The Company reserves the right to recover from you, upto 3 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract
After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, upto 03 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract which is established for a period of 03 months, subject to the release date being approved by the Company.
If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty upto the equivalent of 03 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.

The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. Any activity leading to loss of business

The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.
You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

NON-DISCLOSURE AGREEMENT

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 3 (three) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

EARNINGS

You shall be joining as a Business Development Executive Trainee for the duration of 3 months. Where your salary would be 8K to 15K fixed. After the Training Period, based on your performance the company has the right to uphold or withdraw your employment offer. Upon confirmation of employment you'd be promoted to the position of Business Development Executive thereafter.
You will be remunerated fixed 22,000 INR as your base salary after your training period. Refer below for the split up.
The targets shall change every month and will be communicated in the beginning
of the month by your Team Leader and it's under his/her sole discretion every month

Name	DOJ	Designation
Rishabh Chand	18-06-24	Business Development Executive

Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based bonus	upto 8,000	Upto 96,000
Fixed compensation	22,000	2,64,000
Cost to Company (CTC)		3,00,000 - 3,60,000

We hope you have a great learning experience with us and grow in the process of this role. Thank you.



Ravindra Singh Rajawat Chief Executive Officer
TechEra Knowledge and Careers Pvt Ltd Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:
Name: Rishabh Chand

_____

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Manish Kaul,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Manish Kaul

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

Letter of Intent

Date: 19/03/2024

To Ayush Mangla

Employee Code: PS19563

Dear Ayush

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2024.** You will be based out of Planet Spark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana-122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



2 June, 2024

Private & Confidential

TRIYAMBAK NATH

Subject: Contract of Employment

Dear TRIYAMBAK NATH,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B**,** Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one month notice from either you or IHS Markit or salary (one month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform

the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association. Sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name: **TRIYAMBAK NATH**

Signature: _____ Date: _____

ANNEXURE A

Name: TRIYAMBAK NATH

Job Title: Outsourcing Delivery Analyst Work Location: Noida

Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)

- **Basic:** 160,000
- **HRA:** 80,000
- **Interim Bonus:** 24,000
- **Employer's Contribution to PF:** 21,600
- **Flexible basket**:**114,400
- **Total Base Pay (A):** 400,000
- **Gratuity @4.8% of Basic (B):** 7,680
- **Insurance Premium (C):** 30,751
- **Total Fixed Cost to Company (A+B+C):** 438,431

****FLEXIBLE BASKET**

- Leave Travel Allowance: Flexible up to 10% of Basic
- Telephone Allowance: Flexible up to 24,000 per annum
- Books & Periodicals Reimbursement: Flexible up to 24,000 per annum
- Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)
- Professional Development: Flexible up to 50,000 per annum
- National Pension Scheme: Flexible up to 10% of basic per annum
- Meal Card: Either 0, 13,200 or 26,400 per annum
- Special Allowance Balancing figure

NOTE:

1. You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.
2. Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.
3. For non-Indian passport holders, PF is calculated on Basic and Special allowance.
4. Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

1. Proprietary Information. I understand and acknowledge that:

(a) My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

(b) The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

2. Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company**,** except as necessary to carry out my duties.

3. Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over-the-counter securities published in a newspaper of general circulation

4. Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

5. Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the

purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

6. Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part**,** during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

7. Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me**,** in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of- pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

8. Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

9. Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

10. Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument

executed by both parties hereto.

11. No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of any provision of this agreement.

12. Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

13. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra

Vice President – Human Resources IHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name: TRIYAMBAK NATH

Signature: _____ Date: _____

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to fellow travelers. Do not leave laptops on view in cars.

'Soft Security'

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software is forbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then 'cookie's, 'tags' or 'web beacons' may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet.

A modest amount of personal use is acceptable provided it meets these criteria:

- Use must be minimal and be conducted substantially outside of business hours (e.g. during the course of breaks);
- Use must not interfere with the normal duties of the job;
- Personal e-mails should be labelled as "personal" in the subject header;

- Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legal obligation(s).

Inappropriate Use

Misuse or abuse of the Company's computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

- To observe basic security procedures when using computers and electronic communication devices.
- Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so
- Not to make excessive personal use of the internet or the Company e-mail system
- To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

- To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets
- To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC's shared drives or lap tops
- To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received
- To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: **TRIYAMBAK NATH**

Signature: _____ Date: _____

This is a system generated contract and does not require to add a digital signature.

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Sufyan Habeebur Rah

Dear **Sufyan,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

2 June, 2024

Private & Confidential

RUHI KAUR

Subject: Contract of Employment

Dear RUHI KAUR,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B**,** Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one month notice from either you or IHS Markit or salary (one month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform

the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association. Sincerely,

Reema Malhotra

Vice President – Human ResourcesIHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name: **RUHI KAUR**

Signature: _____ Date: _____

ANNEXURE A

Name: RUHI KAUR

Job Title: Outsourcing Delivery AnalystWork Location: Noida

Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)

- **Basic:** 160,000
- **HRA:** 80,000
- **Interim Bonus:** 24,000
- **Employer's Contribution to PF:** 21,600
- **Flexible basket**:**114,400
- **Total Base Pay (A):** 400,000
- **Gratuity @4.8% of Basic (B):** 7,680
- **Insurance Premium (C):** 30,751
- **Total Fixed Cost to Company (A+B+C):** 438,431

****FLEXIBLE BASKET**

- Leave Travel Allowance: Flexible up to 10% of Basic
- Telephone Allowance: Flexible up to 24,000 per annum
- Books & Periodicals Reimbursement: Flexible up to 24,000 per annum
- Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)
- Professional Development: Flexible up to 50,000 per annum
- National Pension Scheme: Flexible up to 10% of basic per annum
- Meal Card: Either 0, 13,200 or 26,400 per annum
- Special Allowance Balancing figure

NOTE:

1. You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.
2. Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.
3. For non-Indian passport holders, PF is calculated on Basic and Special allowance.
4. Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

1. Proprietary Information. I understand and acknowledge that:

(a) My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

(b) The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

2. Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company**,** except as necessary to carry out my duties.

3. Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over-the-counter securities published in a newspaper of general circulation

4. Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

5. Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the

purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

6. Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part**,** during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

7. Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me**,** in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments
thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of-pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

8. Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

9. Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

10. Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument

executed by both parties hereto.

11. No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of anyprovision of this agreement.

12. Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

13. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra

Vice President – Human ResourcesIHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name: RUHI KAUR

Signature: _____ Date: _____

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to fellow travelers. Do not leave laptops on view in cars.

'Soft Security'

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software isforbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then 'cookie's, 'tags' or 'web beacons' may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet. A modest amount of personal use is acceptable provided it meets these criteria:

- Use must be minimal and be conducted substantially outside of business hours (e.g. during the course ofbreaks);
- Use must not interfere with the normal duties of the job;
- Personal e-mails should be labelled as "personal" in the subject header;

- Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legalobligation(s).

Inappropriate Use

Misuse or abuse of the Company's computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

- To observe basic security procedures when using computers and electronic communication devices
- Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so
- Not to make excessive personal use of the internet or the Company e-mail system
- To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

- To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets
- To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC's shared drives or lap tops
- To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received
- To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: RUHI KAUR

Signature: _____ Date: _____

This is a system generated contract and does not require to add a digital signature.

Date: 19th March 2024

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Sub: Letter of Intent

Dear Rohit Jaiswal,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	**:**	Udyog Vihar**,** Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Niranjan Bafna,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	**:**	Udyog Vihar**,** Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

HR TAD/B/PR-45326/OFP-243/2024-25 22nd August 2024

Hearty Welcome!

Dear Chirag Singhal,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at **postings@federalbank.co.in**.

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role.

Yours Sincerely,



Sabeena Shaji A
Vice President (HR)

To
Mr. Chirag Singhal
682
sector 37
Faridabad

Offer of appointment to Mr. Chirag Singhal as Customer Service Associate.

You have been selected for appointment in the Bank as Customer Service Associate on the basis of your performance in the campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Chandigarh** situated at Sco 139-140, Sector 8 C, Madhya Marg, Chandigarh-160 009. You will have to join Branch/Office: Chandigarh on 10/09/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 02/09/2024 before 09.00 a.m., for a six-day orientation programme from 02/09/2024 to 07/09/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 07/09/2024 at 06.00 p.m, you will have to report for duty on 10/09/2024 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Academy of Career Excellence (FACE) from 01/09/2024 onwards. The offer of appointment will be valid only up to 02/09/2024.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Customer Service Associate has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 24050 – 1340/3 – 28070 – 1650/3 – 33020– 2000/4 – 41020 – 2340/7 – 57400 – 4400/1 – 61800 – 2680/1 – 64480as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Customer Service Associate at Aluva initially would be as follows.

Particulars	**Amount (Rs.)**
Basic Pay	26730.00
Special Allowance	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75

Total	45876.15

* Basic pay includes 2 Graduation Increments of ₹ 1340/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, Webinar training/online learning videos and periodic assessments. The detailed learning schedule, passing scores and associated timelines will be intimated in due course by HR-Talent Development & Training Division.

You will be required to complete the requisite learning within the period of your probation. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:https://bit.ly/3dUGJd6). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.

d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.

f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format https://bit.ly/2C2Tzsx) .Hard copy of the documents should be submitted on the joining day.

g. One copy of your latest passport size photograph.

h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).

i. Certificate of completion of pre-induction training programme.

j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Customer Service Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Customer Service Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. For those who pursuing the final year of Graduation degree should complete the course during the academic year 2023-24 and will have to submit the certificates and marklists in proof of having passed the Graduation with 60% of marks (final year/semester examination should be cleared in the first chance itself). The minimum eligibility of 60% (for UG) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks (final year/semester examination should be cleared in the first chance itself) within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing

which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and also from FACE to the place of posting.



Sabeena Shaji A
Vice President (HR)

I, Chirag accept and confirm the above terms and conditions. Place:
Date: 22 August 2024

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	26730.00
Special Allowance BP	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75
Canteen Expenses	1600.00
Newspaper Allowance (1+ ₹ 220)#	475.00
Fixed Conveyance	1700.00
Total	49651.15

after confirmation

Reimbursement of Cost of Petrol / Diesel

Employees who own vehicle in their name and maintain the same for commuting from residence to Branch/Office will be eligible for reimbursement of 26 liters of Petrol/Diesel per month on declaration basis. Those employees who claim reimbursement of cost of Petrol/Diesel will not be eligible for Fixed Conveyance Allowance.

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	2830.00	Yearly
Closing Allowance	1440.00	Yearly
Digital Promotion	1500.00	Yearly
Leave Encashment (Annual)	7646.03	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	48500.00	Lumpsum

*Will vary according to the profit position of the Bank.

HR TAD/B/PR-45326/OFP-243/2024-25 22nd August 2024

Hearty Welcome!

Dear Harsh,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at **postings@federalbank.co.in**.

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role.

Yours Sincerely,



Sabeena Shaji A
Vice President (HR)

To

Mr. Harsh Kumar
C10
Sector 45
Noida
Uttar Pradesh

Offer of appointment to Mr. Harsh Kumar as Customer Service Associate.

You have been selected for appointment in the Bank as Customer Service Associate on the basis of your performance in the campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Chandigarh** situated at Sco 139-140, Sector 8 C, Madhya Marg, Chandigarh-160 009. You will have to join Branch/Office: Chandigarh on 10/09/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 02/09/2024 before 09.00 a.m., for a six-day orientation programme from 02/09/2024 to 07/09/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 07/09/2024 at 06.00 p.m, you will have to report for duty on 10/09/2024 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Academy of Career Excellence (FACE) from 01/09/2024 onwards. The offer of appointment will be valid only up to 02/09/2024.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Customer Service Associate has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 24050 – 1340/3 – 28070 – 1650/3 – 33020– 2000/4 – 41020 – 2340/7 – 57400 – 4400/1 – 61800 – 2680/1 – 64480as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Customer Service Associate at Aluva initially would be as follows.

Particulars	**Amount (Rs.)**
Basic Pay	26730.00
Special Allowance	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75

Total	45876.15

* Basic pay includes 2 Graduation Increments of ₹ 1340/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, Webinar training/online learning videos and periodic assessments. The detailed learning schedule, passing scores and associated timelines will be intimated in due course by HR-Talent Development & Training Division.

You will be required to complete the requisite learning within the period of your probation. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:https://bit.ly/3dUGJd6). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.

d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.

f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format https://bit.ly/2C2Tzsx) .Hard copy of the documents should be submitted on the joining day.

g. One copy of your latest passport size photograph.

h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).

i. Certificate of completion of pre-induction training programme.

j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Customer Service Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Customer Service Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. For those who pursuing the final year of Graduation degree should complete the course during the academic year 2023-24 and will have to submit the certificates and marklists in proof of having passed the Graduation with 60% of marks (final year/semester examination should be cleared in the first chance itself). The minimum eligibility of 60% (for UG) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks (final year/semester examination should be cleared in the first chance itself) within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing

which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and also from FACE to the place of posting.



Sabeena Shaji A
Vice President (HR)

I, Harsh accept and confirm the above terms and conditions. Place:
Date: 22 August 2024

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	26730.00
Special Allowance BP	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
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Total	49651.15

after confirmation

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Other Allowances

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Closing Allowance	1440.00	Yearly
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Leave Encashment (Annual)	7646.03	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	48500.00	Lumpsum

*Will vary according to the profit position of the Bank.

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Anubhav,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Date:19th March2024

,

Sub: Letter of Intent

Dear Aditya,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April,2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**.10th April2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

WewishyouallthebestinyourcareerwithourCompany.Welookforwardtoyourjoininginourteamforalongandsuccessful association.

For SoftAge Information Technology Limited

Authorized Signatory

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Sanya Aggarwal,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Sanya
Aggarwal

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Aryan Sarraf,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Aryan Sarraf

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Shantanu Bhardwaj,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Shail Kashyap

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Shail Kashyap

2 June, 2024

Private & Confidential

LIPIKA PILANI

Subject: Contract of Employment

Dear LIPIKA PILANI
,

We are pleased to offer you the position of **Outsourcing Delivery Analyst** with **Markit India Services Private Limited** hereinafter referred to as "**IHS Markit"** located at **Noida** subject to the necessary verification/checks and references where required. This offer expires if you fail to join by close of business on **7 Jun, 2024**. In the event of you not clearing the pre-employment verification, or should IHS Markit receive adverse reports from your earlier employers, or if you are deemed to have suppressed information furnished at the time of employment, irrespective of the time of it coming to the notice of the management, the employment offer stands terminated without notice.

Depending on your position, additional employment requirements and background checks may be required as a condition of your employment. This offer is further contingent on your beginning employment with us on the start date and at the location listed above, unless otherwise agreed to with your manager. You may also be required to complete additional background checks, including drug-screens as allowed by local law, throughout your employment with IHS Markit.

Subject to the above, your base salary will be **INR 400,000.00** per annum. The detailed break up of your annual salary cost shall be as per details provided in Annexure A hereto. All statutory requirements of tax and all other statutory deductions existing currently or which may come into existence in future, will be deducted at source by IHS Markit and will be complied by you. All funds paid to you will be after all such appropriate deductions have been made there from.

You will be eligible to participate in the Company's annual Cash Incentive Plan (CIP). In your first year of joining, your eligibility to participate in the CIP is subject to you having joined the Company on or before 31st August of that year and will be on a prorated basis depending on your exact start date. Your CIP payout will be reflective of your business, the Company and your individual performance. Payment of an award in any given year is subject to approval by the HR Committee of the Company as well as your continued satisfactory performance and active employment with the Company on the date payments are made. Payments are normally made in February following the fiscal year end. All compensation is subject to statutory withholdings.

You acknowledge and agree that IHS Markit has the right to change your job duties, reporting relationships, and to require additional duties as necessary from time to time, in its sole discretion. In addition, your services may be liable to be transferred anywhere in India or abroad or any of the Institutions/Offices belonging to IHS Markit. In the event that you are transferred, you will be under the administrative control of the institution to which you are transferred, and the service condition of that institution will be applicable to you.

In case of Non-Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain

such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

There is no earlier period of continuous employment between you and IHS Markit. This position is a full-time position and you shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business during the period of your employment with IHS Markit.

You will be on probation for a period of 6 months and after expiry of your probationary period, it will be on the discretion of the management, either to confirm your services or extend your probationary period. If you do not receive any communication stating an extension of your probation period, you would be deemed confirmed on completion of 6 months from your date of joining.

As an employee of IHS Markit, you agree to abide by the policies of IHS Markit as existing currently or which may come into existence in future as outlined in the IHS Markit employee handbooks.

Also as an employee of IHS Markit, you will have access to certain confidential information of IHS Markit and its affiliates and you may, during the course of your employment, develop certain information or inventions which will be the property of IHS Markit. To protect the interests of IHS Markit, you hereby agree to sign our standard Employee Confidentiality, Non-Compete and Invention Agreement as a pre-condition of your employment with IHS Markit. We wish to impress upon you that we do not want you to, and we hereby direct you not to bring with you any confidential or proprietary material of any former employer which may be in violation of any obligations that you may have to any former employer.

As further detailed in Annexure B**,** Section 5, you will not, while an employee of IHS Markit, and for a period of twelve months after the termination of your employment:

Directly or indirectly hire or attempt to obtain the withdrawal from IHS Markit or its affiliates of any other employee or contractor of IHS Markit, contrary to the interest of IHS Markit. Directly or indirectly solicit, interfere or endeavor to entice away from IHS Markit or its affiliates, any customers of IHS Markit or its affiliates.

In addition, should your employment be terminated, and should you fail to return any equipment owned by IHS Markit. upon termination, or should your vacation time taken be in arrears, you agree to appropriate reimbursement of such debt to be deducted from your last pay disbursed to you from IHS Markit.

This offer letter does not entitle you to employment for any specified period of time. During your probation period, your employment may be terminated by a one-month notice from either you or IHS Markit or salary (one-month base salary) may be paid by IHS Markit or collected from you in lieu of such notice. After the probation period, your employment may be terminated by two months' notice from either you or IHS Markit or salary (two months' base salary) may be paid by IHS Markit or collected from you in lieu of such notice. IHS Markit reserves the right to require you to increase or decrease this notice period anytime during the course of your employment. Continuity of your employment will be subject to and conditional upon you accepting these changes.

In the event that you resign from employment with the Company, the Company may consider relieving you with shorter notice, if the Company so desires, in which case you shall be paid pro-rata for the days you provide services to the Company. Further the Company may at its discretion require that upon termination of your employment by the Company without cause you do not attend to any matters or enter the premises of the Company without the prior written consent of the Company.

IHS Markit may initiate Performance Improvement Plan or dismiss your services without notice if you do not perform

the duties assigned to you satisfactorily and meeting standard expectations; you violate any terms of employment and/or this offer letter; you are guilty of dishonesty, theft or fraud, serious neglect or gross misconduct, willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable order of a superior; you go on an illegal strike or incite, abet or instigate or act in furtherance thereof in the course of your employment and/or in connection with the Company's business or property; you are convicted or charged with a criminal offence or an offence involving moral turpitude; you, expressly or by implication, repudiate this offer letter; you act in such a way (whether or not in the course of your employment) as to bring disrepute to IHS Markit, its parent company or its subsidiaries or affiliates, if any; you are habitually absent, or you proceed on leave without prior sanction from IHS Markit or over-stay the sanctioned leave; you commit any act subversive of discipline and efficiency or any act involving moral turpitude on the premises of establishment, such as drunkenness, riotousness, disorderly or indecent behavior, gambling within the office premises, or sleeping while on duty; you threaten or intimidate any employee, whether directly employed by IHS Markit, or any partner/vendor organization; or you take or give a bribe or get involved in any illegal gratification. For these purposes, any breach of the IHS Markit's compliance procedures or the regulatory rules applicable to IHS Markit, will result in disciplinary action up to and including dismissal without notice.

Please refer to retirement policy and guidelines as applicable on employees at IHS Markit, India. This policy can be revised from time to time as per government rules & regulations. Should you have any queries, please discuss with your regional HR department.

Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

This letter shall be governed by the laws of India and shall be subject to the jurisdiction of the courts at Gurugram for IHS Markit. In case of any change in address during the course of employment, it will be your duty to inform IHS Markit in writing immediately. All communications sent to you at the last given address will be deemed to have been received by you.

Please acknowledge this offer in the space below and sign the attached Employee Confidentiality, Non-Compete, Non-solicitation and Innovations Agreement (Annexure B). Please retain a copy for your files.

Welcoming you to the organization and looking forward to a long and happy association.

Sincerely,

Reema Malhotra

Vice President – Human Resources

IHS Markit, India

I have read and understand this offer letter and hereby acknowledge, accept and agree to the terms as set forth above and further acknowledge that no other commitments were made to me as a part of my employment offer except as specifically set forth herein.

Name: **LIPIKA PILANI**

Signature: _____ Date: _____

ANNEXURE A

Name: LIPIKA PILANI

Job Title: Outsourcing Delivery Analyst

Work Location: Noida

Date of Joining: 7 Jun, 2024

COMPONENTS AMOUNT (INR)

- **Basic:** 160,000
- **HRA:** 80,000
- **Interim Bonus:** 24,000
- **Employer's Contribution to PF:** 21,600
- **Flexible basket**:**114,400
- **Total Base Pay (A):** 400,000
- **Gratuity @4.8% of Basic (B):** 7,680
- **Insurance Premium (C):** 30,751
- **Total Fixed Cost to Company (A+B+C):** 438,431

****FLEXIBLE BASKET**

- Leave Travel Allowance: Flexible up to 10% of Basic
- Telephone Allowance: Flexible up to 24,000 per annum
- Books & Periodicals Reimbursement: Flexible up to 24,000 per annum
- Children's Education Allowance: Flexible (INR 100 per child. Up to 2 Children i.e., INR 200 pm)
- Professional Development: Flexible up to 50,000 per annum
- National Pension Scheme: Flexible up to 10% of basic per annum
- Meal Card: Either 0, 13,200 or 26,400 per annum
- Special Allowance Balancing figure

NOTE:

1. You will be covered under Benefit Program namely General Medical Insurance Scheme, Personal Accident Scheme, Life Insurance Scheme, Optional subsidized parental medical cover and Gratuity Benefits as established by IHS Markit effective date of joining mentioned in Annexure-A above.
2. Interim bonus paid only for monthly Basic pay lower or equal to INR 21,000.
3. For non-Indian passport holders, PF is calculated on Basic and Special allowance.
4. Flexi Basket balance amount is paid as special allowance which is fully taxable.

ANNEXURE B

EMPLOYEE CONFIDENTIALITY, NON-COMPETE AND INNOVATIONS AGREEMENT

In consideration of my employment or continued employment, increases in compensation, and/or other good and valuable consideration (the receipt and sufficiency of which are recognized and agreed), as the case may be, with IHS Markit or its subsidiaries or affiliates, now existing or hereafter created or acquired (collectively "IHS Markit" or the “Company”), I hereby agree as follows:

1. Proprietary Information. I understand and acknowledge that:

(a) My employment creates a relationship of confidence and trust between me and the Company with respect to certain information applicable to the business of the Company or the Company's clients.

(b) The Company possesses and will continue to possess information that has been created, discovered or developed by, or otherwise known to, the Company (including, without limitation, information created, discovered, developed or made known by me during the period or arising out of my employment by the Company, whether before or after the date hereof), which information has commercial value in the business in which the Company is engaged or any prospective business of the company and is considered by the Company to be of a confidential, proprietary and/or trade secret nature. All such information is hereinafter called "Proprietary Information," which term, as used herein, shall also include, but shall not be limited to, trade secrets, processes, formulae, data, computer programs, know-how, copyrights, improvements, inventions, marketing plans, strategies, forecasts, new products, financial statements, projections, prices, costs, customer, supplier and prospect contacts and lists. “Proprietary Information” as used herein shall also include but not be limited to information of third parties made known to me during the period of my employment by the Company, whether before or after the date hereof, which was provided to the Company under the expectation that the Company would protect the confidentiality thereof. Any inventor notebooks or similar records of Innovation (as that term is defined below) are to be considered “Proprietary Information.”

2. Protection of Proprietary Information. At all times, both during my employment by the Company and after its termination, I will keep in strictest confidence and trust all Proprietary Information and I will not use or disclose any Proprietary Information without the written consent of the Company**,** except as necessary to carry out my duties.

3. Restrictions on Investments. During my employment by the Company, I will not deal in securities or make any other investments on the basis of insider information known to me as a result of my employment with the Company. I further agree that during my employment by the Company, I will not engage in trading in any oil, gas or mineral interests or related activities in competition with the business of any client or prospective client of the Company; provided the foregoing shall not restrict my ownership of less than 5% of the issued and outstanding stock of a corporation if such stock is listed on a national securities exchange or regularly included in the national list of over - the-counter securities published in a newspaper of general circulation

4. Documentation. In the event of the termination of my employment for any reason, I will deliver to the Company all documents, notes, inventor notebooks, invention disclosure forms, drawings, formulae, computer programs, data, and other materials of any nature pertaining to any Proprietary Information or to my work with the Company, and will not take any of the foregoing, or any reproduction of any of the foregoing that is embodied in a tangible medium of expression.

5. Non-Competition and Non-Solicitation. During my employment by the Company, and for a period of twelve months following termination of my employment, whatever the reason for such termination, I will not (i) directly or indirectly, or as a stockholder, partner, employee, consultant or participant in any business entity, engage in or assist any other person or entity to engage in any business in which my Employing Business Group (as defined below) is engaging or actively planning to engage in at the time of my termination, or (ii) solicit or attempt to entice away from my Employing Business Group, or otherwise interfere with the business relationship of my Employing Business Group with, any person who is, or was during the term of my employment, a customer or employee of, consultant or supplier to, or other person or entity having material business relations with, my Employing Business Group. For the

purposes of this Agreement, “Employing Business Group” shall mean the unit(s) of the Company in which I was employed, that I managed and/or to which I provided significant services during the twelve months prior to the termination of my employment with the Company. Although I acknowledge and agree that the restrictions herein are reasonable, to the extent that any part of this paragraph 5 may be invalid, illegal or unenforceable for any reason, it is intended that such part shall be enforceable to the maximum extent that a court of competent jurisdiction shall determine that such part, if more limited in scope, would have been enforceable, and such part shall be deemed to have been so written and the remaining parts shall as written be effective and enforceable in all events.

6. Disclosure of Innovations. I will promptly disclose to the Company all discoveries, developments, designs, improvements, inventions, products, formulae, processes, techniques, business methods, computer programs, strategies, know-how, data and brands, whether or not patentable, protectable or registrable under copyright, patent, trademark, trade secret or similar statutes, made or conceived or reduced to practice or learned by me, either alone or jointly with others, in whole or in part**,** during the period of my employment or within a period of six months thereafter, that are related to the business or prospective business of the Company, result from tasks assigned to me by the Company, or result from the use of premises or property (including computer systems and engineering facilities) owned, leased or contracted for by the Company (referred to as “Innovations”).

7. Ownership of Innovations. Company shall be the owner of the work product and Innovations created, developed, prepared or submitted by me**,** in whole or in part, to the Company during the term of my employment with the Company. The Company shall also be the owner of all intellectual property rights in such work product and Innovations, including all rights of copyright, patent, trademark, trade secret, patent and other similar legal protections therein along with their foreign counterparts (including patents, utility models and industrial designs), continuations, divisional, and extensions (hereinafter referred to as “IP Rights”). It is my intention and that of the Company that the work product and Innovations constitute “a work made for hire” and the Company shall be the “First Owner” as defined under section 17 of the Copyright Act, 1957 including any amendments thereafter irrespective of me being hired as a consultant or for part-time employment. Moreover, I hereby agree to assign, and by these presents, do assign to the Company without further consideration all of my worldwide right, title and interest in and to such work product, Innovations and IP Rights. I shall assist the Company in every proper way as to all such Innovations to obtain and from time to time enforce IP Rights relating to said Innovations in any and all countries, and to that end I will execute all documents as the Company may desire, together with any assignments thereof to the Company or persons designated by it, and the Company shall reimburse me for any reasonable out-of-pocket expenses incurred by me in connection therewith. My obligation to assist the Company as provided herein shall continue beyond the termination of my employment, but the Company shall compensate me at a reasonable rate after my termination for time actually spent by me at the Company's request. If the Company is unable, after reasonable effort, to secure my signature on any documents or documents needed to apply for or prosecute any IP Right or similar protection relating to a work product or Innovation for any reason whatsoever, I hereby irrevocably designate and appoint the Company and its duly authorized officers and agents as my agent and attorney-in-fact, to act for and on my behalf to execute and file any such application or applications and to do all other lawfully permitted acts to further the prosecution and issuance of any IP Right or similar protections thereon with the same legal force and effect as if executed by me and I hereby ratify, affirm and approve all such lawfully permitted acts accordingly.

8. Use of Confidential Information of Other Persons. I represent that I have not brought and will not bring with me to the Company or use at the Company any proprietary information or trade secrets of any other persons or entity, unless express written authorization from such other person or entity for their possession and use by the Company has been obtained. I also understand that I am not to breach any obligation of confidentiality that I have to any such person or entity and agree to fulfill all such obligations during the period of my affiliation with the Company

9. Assignment. This Agreement and the rights and obligations of the parties hereto shall bind and inure to the benefit of any successor(s) of the Company, including, but not limited to any purchaser of the stock or assets of any of the Company’s businesses. Neither this Agreement nor any rights or benefits hereunder may be assigned by me.

10. Complete Agreement; Amendments. The foregoing is the entire agreement of the parties with respect to the subject matter hereof and may not be amended, supplemented, canceled or discharged except by written instrument

executed by both parties hereto.

11. No Employment Agreement; Enforcement. I understand that nothing contained in this Agreement shall confer upon me any right with respect to (i) the continuation of my employment by the Company, or (ii) the terms and conditions of my employment by the Company, or interfere in any way with the right of the Company at any time to terminate such employment or to increase or decrease my compensation or benefits. In the event of a breach or threatened breach by me of any provision of this Agreement, the Company shall be entitled to apply to any court of competent jurisdiction for a temporary and/or permanent injunction restraining me from such breach or threatened breach, but nothing herein contained shall be construed to preclude the Company from pursuing any other available remedy for such breach or threatened breach in addition to, or in lieu of, such injunctive relief. The Company shall be entitled to recover from me its reasonable attorney's fees incurred in pursuit of any successful claim of breach of any provision of this agreement.

12. Interpretation. It is my desire and intent that the provisions of this Agreement shall be enforced to the fullest extent permissible in each jurisdiction in which enforcement is sought. Accordingly, if any particular provision of this Agreement is found to be invalid or unenforceable, such provision shall be deemed to be deleted, and the remainder of this Agreement shall continue in full force and effect.

13. Governing Law. This Agreement shall be governed by, and construed and enforced in accordance with the laws of India

IHS Markit IP & CONFIDENTIALITY UNDERTAKING ACKNOWLEDGEMENT LETTER

IP & Confidentiality Undertaking between yourself and IHS Markit is effective from the date of signing this agreement. The provisions contained in this Undertaking are supplemental to the terms and conditions of your current employment contract with IHS Markit and will become effective immediately. In the event of conflict between the provisions contained in this Undertaking and any other documents entered into between the parties, the provisions of this Undertaking will prevail.

Please indicate your acceptance of the content of this letter by signing below.

Yours sincerely,

Reema Malhotra
Vice President – Human Resources
IHS Markit, India

I acknowledge that I have received my personal copy of the IHS Markit IP & Confidentiality Undertaking and understand that each IHS Markit employee must understand and follow the principles, guidelines and standards detailed in the Undertaking.

I hereby expressly declare that I have sufficient knowledge of English to fully understand the received documentation.

Name**: LIPIKA PILANI**

Signature: _____Date: _____

COMPUTER INTERNET & E-MAIL POLICY

Introduction

Computer equipment and electronic communications devices are used in all aspects of working life; they are essential business tools which make communication between colleagues, to and from customers and third parties easy and efficient. However, all of these devices are open to misuse and abuse and so we have adopted a policy designed to define acceptable use. We hope that in most cases what is acceptable and unacceptable will be a matter of common sense. Colleagues should also be aware of IHS Markit Securities Policies, Procedures, Guidelines and Forms (available to view on employee intranet).

Risks

Files stored on computers or on shared networks are business records and therefore belong to the Company. They have the same legal status as other more traditional forms of communication and may be disclosable to legal or regulatory authorities, or used in furtherance of disciplinary processes. Deletion from the user's in-box or archive does not destroy the text of the message. Deletion of an e-mail does not mean that the message has been obliterated.

No electronic communication is fully secure. This means that information stored or carried over networks may be the subject of accidental or intentional interception or misdelivery. It may also be the case that third parties wish to introduce viruses into the Company computer systems. We wish to minimize these risks and colleagues are expected to play their part by taking sensible precautions and observing the terms of this policy.

Physical Security

Portable computer devices are particularly theft attractive and if not looked after can be easily lost or damaged. If you have been issued with a laptop, PDA, Blackberry or mobile phone, you must take due care and attention to ensure that it is kept safe and secure at all times, especially when travelling. Simple measures can greatly enhance physical security such as not using or displaying laptops in isolated or dangerous areas. Care should be taken when using computer equipment on public transport, apart from the risk of theft confidential information may be viewable to fellow travelers. Do not leave laptops on view in cars.

'Soft Security'

Whether using a desktop, portable or other device you should be aware that computer systems in use at work contain company confidential information and possibly confidential information about customers and colleagues. Accordingly, colleagues are responsible for ensuring that basic security measures are taken such as regularly changing passwords, not leaving confidential material open and easy to view whilst they are away from their desks, ensuring that they have logged out when leaving the workplace and taking other reasonable actions to prevent unauthorized access. It may also be necessary for users to ensure that back-up procedures are in operation when using remote devices or lap tops.

Programmes and Software

The Company provides operating systems and programmes suitable for work purposes. These must not be tampered with or deleted. Employees are not permitted to download or install programmes, including instant messenger programmes, screen savers, photos, video clips and music files. Downloading entertainment software is forbidden.

Use of the Web

Care should be taken when accessing web pages, when a web-site is visited then 'cookie's, 'tags' or 'web beacons' may be enabled to allow the site owner to identify and monitor visitors. You should not use a web based systems to download any documents, images or files which on the widest interpretation could be regarded as offensive (e.g. sexually explicit material). As a general rule, if any person might be offended by the contents of a web page or

downloaded image, or if it would cause embarrassment if made public then viewing it will be a breach of this policy and may be regarded as a disciplinary offence. On-line gaming or gambling is strictly forbidden.

Use of e-mail Facilities

E-mail is an essential business tool, but an informal means of communication and for this reason must be used with care. Despite the obvious convenience it is important to consider whether an e-mail is the correct medium for each particular communication. Assuming it is then e-mail communications should be written professionally, as would a letter or fax.

On no account should an e-mail be sent containing any abusive, obscene, pornographic or discriminatory material, it is immaterial that the sender may regard the message as humorous and expect the recipient not to be offended in any way. If you receive such messages, then they should be deleted immediately and you should discourage the sender for transmitting further similar messages to you.

The Company has the right to have access to any e-mail sent and/or received using the e-mail provided by the Company and also to navigate internet information, when the company has any suspicion of an infringement of this Policy, unfair competition practices, and in general under any used done against the good faith. The Company has the right to have the mentioned access, even when the labour contract had terminated, and for a period of five (5) years thereafter. The content of these communications can be used by the Company to defend its legitimate interest and to defend the interest of any company belonging to the Group.

Personal Use and Monitoring

The Company recognizes that colleagues may wish to make personal use of the e-mail systems and the internet. A modest amount of personal use is acceptable provided it meets these criteria:

- Use must be minimal and be conducted substantially outside of business hours (e.g. during the course of breaks);
- Use must not interfere with the normal duties of the job;
- Personal e-mails should be labelled as "personal" in the subject header;

- Use must be compliant with this policy;

Whilst incidental personal use is acceptable, within the above limits, there can be no expectation of privacy as the Company reserves the right to review, intercept and access all messages received or sent over its computer systems. This includes the contents of downloaded information, e-mail etc. We reserve the right to retrieve the contents of messages or check searches which have been made on the internet in order to: monitor whether usage of the e-mail system and internet is legitimate and in accordance with this policy; to find lost messages or to retrieve messages lost due to computer failure and to assist in the investigation of wrongful acts; or to comply with any legal obligation(s).

Inappropriate Use

Misuse or abuse of the Company's computer systems or inappropriate use of the e-mail and internet is a breach of this policy and is likely to result in disciplinary action. Misuse of the internet can in certain circumstances constitute a criminal offence and where this is the case the law enforcement agencies will be informed. In particular, misuse of the e-mail system or inappropriate use of the internet by viewing, assessing, transmitting or downloading pornographic or otherwise obscene or offensive material will amount to gross misconduct and disciplinary procedures will be initiated.

Colleague Responsibilities

- To observe basic security procedures when using computers and electronic communication devices
- Not to introduce software or programmes onto any work computer, unless you have permission from your manager to do so
- Not to make excessive personal use of the internet or the Company e-mail system
- To keep all personal use within the bounds of acceptability, as defined by this policy

Management Responsibilities

- To ensure that colleagues who are using computers are taking due care to ensure the safety and security of the Company assets
- To remind colleagues of the need to change passwords regularly and to ensure that important documents are stored securely on PC's shared drives or lap tops
- To remind colleagues of what is considered to be acceptable use in terms of both time spent on personal usage and content of pages viewed on the web or e-mails sent and received
- To liaise with HR if it is apparent that a colleague is not adhering to this policy

Name: **LIPIKA PILANI**

Signature: _____ Date: _____

This is a system generated contract and does not require to add a digital signature.

December 13, 2023

To,
Mohd. Hamid

Dear Hamid,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Hamid**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

Date: 19th March 2024

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Sub: Letter of Intent

Dear Vanshika Gupta

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

December 13, 2023

To,
Janvi Chachra

Dear Janvi,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Janvi**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

September 14, 2023

Yash Mehra

New Delhi, Delhi

Offer Letter

Dear Yash,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

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Sub: Letter of Intent

Dear Angad Singh Saluja,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	**:**	Udyog Vihar**,** Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

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

Letter of Intent

Date: 19/03/2024

To Ematul Mahin

Employee Code: PS19578

Dear Ematul

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **22nd March 2024.** You will be based out of Planet Spark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana-122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



Dated: 10th February, 2024

Dear Mayank Bhandula,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Mayank Bhandula
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

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

Letter of Intent

Date: 20/11/2023

To Dhairya Aggarwal

Employee Code: PS19577

Dear Dhairya

Sub: Letter of Intent

We are pleased to appoint you in our organization as a **Business Development Trainee** with effect from **24th November 2023.** You will be based out of Planet Spark office at Planet Spark Tower A, 1st floor, Unitech Cyber Park, Sector 39, Gurugram, Haryana-122002. You will be working in the domestic process and will be working from office.

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

Region	Targets
Domestic	Rs 100000
UAE	$1500
USA	$1500

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

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

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

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

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

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

Annexure – A

Emoluments can be bifurcated as under:

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

Annexure – B

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

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

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

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

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

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

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

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

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

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

10. **Non-Compete Clause:**

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

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



Dated: 10th February, 2024

Dear Mridul Jain,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Mridul Jain
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

December 13, 2023

To,
Upkeerat Singh

Dear Upkeerat,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Upkeerat**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Vaishnav Nair

Dear **Vaishnav,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Prince Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)

Prince Sharma

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Ms. Sakshi Bhardwaj

Dear **Sakshi,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

September 13, 2023

Abhilash Panja

New Delhi, Delhi

Offer Letter

Dear Abhilash,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

September 13, 2023

Bhavye Chaudhary

New Delhi, Delhi

Offer Letter

Dear Bhavye,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

EMAAR
INDIA

28-May-24

Dear **Sanyam Bhatia,**

Congratulations!

We take pleasure in offering you the position of **"Graduate Trainee"** at "**Band 5**" at Emaar India Limited. A detailed job description will be given to you at the time of joining. Details of the offer have been mentioned:

Designation	Graduate Trainee
Department	OES
Band	5
Location	Gurugram
Reporting to	
Date of Joining	08-Jul-24

You will be on the rolls of Emaar India Limited and all terms & conditions of the entity will be applicable. A detailed appointment letter will be issued to you at the time of your joining.

A copy detailing compensation and benefits for your position is enclosed.

Kindly sign the attached copy of this letter as well as the compensation sheet as an acknowledgement of your acceptance of this offer.

Kindly note that this offer is valid subject to an acceptable feedback from your reference checks.

Yours sincerely,



Madhuri Mehta
Chief Human Resources Officer

I have read the information above and accept the terms and conditions.

I hereby acknowledge, confirm and declare that neither I nor any member of my immediate family (which include my spouse, children, parents, and siblings and also parents-in-laws and siblings of spouse) are involved, employed, engaged and/or otherwise under any contractual arrangement with and/or in any business activity with Emaar Group. In case of any involvement, engagement, employment etc. as stated hereinbefore, I do hereby agree, confirm, declare and undertake to notify immediately upon acceptance of offer / entering into engagement / contract and not later than before joining / commencing my contract with Emaar Group.

Signed:

Date:

Encl: Compensation Sheet

EMAAR

INDIA

Designation		Graduate Trainee	
Department		OES	
Band		5	
Location		Gurugram	
Reporting to			
Date of Joining		08-Jul-24	
	Monthly (INR)	Annual (INR)	Remarks
Components			
Basic Salary	15,000	180,000	This is paid on a monthly basis. Retirement benefits are related to it.
Flexi Allowance (including HRA)	10,473	125,670	HRA is calculated @40% of Basic Salary for non metro cities. 50% of basic salary for metro cities. This amount is paid as a part of the salary.
Retirement Benefits			
Provident Fund (12% of Basic) – Employer Contribution.	1,800	21,600	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company/RPF. Similar amount is deducted from employee's basic salary as employee's contribution.
Fixed Compensation	27,273	327,270	
Performance Linked Pay			
Target Performance Pay for the performance year		32,727	PLP is paid annually. Actual payout is dependent on the employee performance and company business performance
Cost to Company	30,000	359,997	
Gratuity (15 days Basic)	722	8,658	This is governed by the Payment of Gratuity Act and the Gratuity Rules of the company.
Mobile- CUG Plan			New COCP SIM/Mobile Number port under CUG plan as per company policy
Mobile Phone Reimbursement			Will be paid as per existing Corporate Handset company policy
Group Mediclaim			Coverage as per existing company policy
Accident Insurance			Coverage as per existing company policy
Payouts will be monthly, based on number of days worked in a month.			
Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.			
In case an incentive policy is launched for your department your PLP component will become zero and your incentive will be governed by the aforesaid policy.			

EMAAR INDIA LIMITED
(Formerly Emaar MGF Land Limited)
Emaar Business Park, MG Road, Sikanderpur, Sector 28, Gurugram 122 002. Haryana.
Tel: +91 124 442 1155 | Fax: +91 124 479 3401
REGISTERED OFFICE: 306-308, Square One, C-2, District Centre, Saket, New Delhi 110 017. Tel: +91 11 4152 1155, 4948 3100
Fax: +91 11 4152 4619 | CIN: U45201DL2005PLC133161 | Email: enquiries@emaar-india.com
EMAAR-INDIA.COM

Ambani & Associates LLP

Chartered Accountants

Appointment Letter

Ambani & Associates LLP
WP-545/1, 3rd Floor, Ashok Vihar Phase-1
New Delhi-110052

(Date: 25th Feb 2024)

Dear Urvil,

We are pleased to inform you that you passed your interview and you have been appointed as Accounts executive in **Ambani & Associates LLP**. The terms and conditions of your employment are as follows:

1. **Day of Commencement**

You are expected to report to your duties as from 1st March 2024.

2. **Reporting**

You will report to your immediate supervisor on the said date. You are required to comply with the organization's rules and regulations at all given times and should always act in a manner that protects the organization's interest.

3. **Allocated Place of Work**

You will be based at the organization's Head office in Delhi City.

4. **Roles and Responsibilities**

Your roles and responsibilities are outlined in the job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

5. **Monthly Salary**

You are entitled to a monthly compensation amounting to Rs 30000/-

6. **Working Hours**

Your working hours shall be from 10:00 A.M to 6.00 P.M (Monday-Saturday). However, you may also be required to avail yourself outside these stipulated hours if the need arises.

7. *Termination*

This contract can be terminated:

By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded.
Or,
By the Employer on grounds of indiscipline or under-performance.
Or,
By the Employer on account of redundancy/retrenchment as per the law.

8. **Copyrights and Ownership**

You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the organization.

9. **Amendment and Enforcement**

Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Prerna Ambani
(Designated Partner)
Ambani & Associates LLP

AMBANI & ASSOCIATES LLP
CA
FRN:016923N
M:9811909900
NEW DELHI
Chartered Accountants

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below

Urvil Shah

TalentServe

OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/607555
30 January, 2024

Full Name - Piyush Jindal
Phone Number - 9953455994
Email Id - piyushjindal.kc@gmail.com
College Name - Jagannath International Management School
Full Address - Delhi/NCR

Dear Piyush Jindal,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

Designation:	Management Trainee
Department:	Marketing
Sub Department:	Sales, Marketing & Ops
Role Location / Work Location:	Remote for 6 Months
Employment Type:	Final Placement 24(OJT Plus Placement)
Total CTC per Annum	12.0 Lacs (Fixed + Variable)
BreakUp CTC:	Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!

Samiksha

Samiksha
HRD Department
For TalentServe

TalentServe

Confirmation and Acceptance

I, "_____Piyush Jindal_____", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature - Piyush
Full Name - Piyush Jindal
Date - 30 January, 2024
Place - New Delhi.

SHRI
Krishna
EMBROIDERIES PVT. LTD.

Strictly Private and Confidential

05/03/2024

Pavit Singh Bawa
BQ -26, Shalimar Bagh,
New Delhi Delhi 110088

Dear Pavit,

On behalf of Shri Krishna Embroideries Private Limited, we are pleased to extend to you the position of Assistant Sales Manager. You will be required to work at the Okhla office. This letter officially confirms the offer of your employment with the Firm. The date of commencement of your employment will be no later than 12/03/2024.

Compensation and Benefits Package

Your gross annual fixed salary will be INR ₹436,364.12 which includes allowances and statutory benefits, as may be applicable, and will be structured in accordance with the Firm's policy. Your gross annual fixed salary will be paid to you in monthly arrears, subject to statutory tax deduction at source by the last day of each month by way of credit to your bank account.

We are pleased to offer you a one-time sign-on bonus in the amount of INR₹40,000.00 (less applicable deductions and withholdings) of which one hundred percent (100%) will be payable in the pay period following 30 days of employment (2nd month payroll post joining). Please note that if you resign or your employment is otherwise terminated with cause (as determined at the Firm's sole discretion) from the Firm within twelve (12) months of your Start Date, you will be required to repay the amount of this bonus to the Firm. You agree that the Firm may deduct from your final pay and/or from any termination or severance entitlements (if applicable) that may be owed to you, an amount equal to the amount of this bonus in the event you resign, or your employment is terminated with cause within twelve (12) months of your Start Date. By signing this Agreement, you consent to such deductions in accordance with the applicable employment standards.

The eligibility for a variable pay of up to 10% of your annual fixed salary up INR 43,636 at the end of the performance year is based on your tenure with the firm during the performance year, individual performance during the performance cycle and the overall Firm performance. Our assessment cycle for performance evaluation and roll out is annual, eligibility includes not serving termination notice before or during payout. All variable payments are at the Firm's sole discretion and in accordance with its policies in effect at the time. Nothing in this offer letter may be construed to create a right vested in you to receive any variable payments from the Firm, nor will the payment of any variable payment create any contractual or other right to receive future entitlement to or payment of such variable payments.

The total cost-to-company (CTC) mentioned is equal to your gross fixed salary and your variable pay- out is INR 480,000, subject to 100% fulfilment of the Annual Bonus criteria.

Shri Krishna Embroideries Pvt. Ltd. Authorised Signatory

C-62/2, Okhla Industrial Area, Phase-II, New Delhi-110020, INDIA
Ph.: 011-41324443 • E-mail: skepl.skepl@gmail.com

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Benefits

You will be eligible to participate in the Firm's benefit programs. The firm extends insurance coverage (Group Medical + OPD+ Group Personal + Group Term Life) for you. Benefits are effective the first day your employment commences. The Firm reserves the right to amend or terminate any such plan(s) and to modify or reduce benefit coverage at its sole discretion.

Annual Leaves

Annual Leave is designed to provide you with flexibility to take paid time off from work for a variety of reasons, including vacation, non-firm designated holidays, family and child-care matters, personal business, etc.

During the term of your employment, you will be entitled to leave in accordance with the Firm's leave policy. You are required to track your time in the Firm's systems. Any unused leave in a year will not be encashed.

By signing this Agreement, you consent to such deductions in accordance with applicable employment standards. You understand and agree that continuous unauthorized absence from work for period of more than 6 days at any time would constitute misconduct and your services may be terminated without any notice or payment in lieu of such notice.

Female employees are entitled to twenty-six (26) weeks paid maternity leave. This benefit can be availed for a period extending up to eight (8) weeks before the expected delivery date and remaining eighteen (18) weeks can be availed post childbirth. Female employees with two children are entitled to twelve (12) weeks of paid maternity leave, of which six (6) weeks may be availed upon prior to birth. Adopting mothers and 'commissioning mothers' are eligible for twelve (12) weeks maternity benefit from the date the child is handed over.

Please refer to the Firm's leave policy for more information including for information on other categories of leave that are available.

Employment/Confidentiality Agreement

As a condition of your employment, you must sign an employment agreement. Prior to accepting this offer of employment, you must fully disclose all contractual and other restrictions or obligations to other parties, including any non-compete or non-solicitation agreements with prior employers that may or will impose limitations on your professional activities with us. You are expected to abide by all such restrictions or obligations and to avoid involvement while employed by in any matter that could pose a conflict of interest as a result of confidential, proprietary or trade secret information obtained by you prior to your employment. You must inform us if any restrictions or obligations are inconsistent with your acceptance of this offer of employment or you becoming and serving as an employee.

Contingency Matters

This offer and your continued employment are contingent upon the successful completion of the following:

- Employment application
- Signing of an Employment/Confidentiality Agreement
- Your eligibility to work in India
- Professional reference inquiries satisfactory to the firm. For this purpose we may contact those individuals or entities listed on the employment application as well as other references we request.
- Degree requirements or certifications required for your position, if applicable



Scanned with ACE Scanner

- Background investigative checks satisfactory to the firm. The checks are conducted by an independent outside organization. You hereby consent to the conduct of background and/or reference checks and agree that this Agreement is entirely conditional upon any background and/or reference check returning results satisfactory to the Firm, and upon the Firm having no issue with any disclosures that you make or have made. If the Firm, at its sole discretion, is not entirely satisfied with the result of any background and/or reference check, the Firm may withdraw this offer of employment any time prior to the Start Date. It is further clarified that if the employment has already commenced by the time the background and/or reference checks are completed, the Firm has the right to, at its sole discretion, terminate your employment immediately, without notice, if the results yielded are not satisfactory.

Either the Firm or you may terminate the employment relationship at any time pursuant to the commencement of your employment by giving a written notice (30 days during probation and 60 days post probation) or salary in lieu of such notice, once probation period is complete. Notwithstanding, the Firm may terminate your employment without any notice or payment in lieu if you commit serious misconduct or upon a breach of your terms of employment or the Firm's internal policies and code of conduct.
In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Firm shall provide such information to the government body/authority if required by law without prior notification to you unless law requires notification. The foregoing shall be applicable information pertaining to your employment being shared in pursuance of statutory requirements/compliance.

To indicate your acceptance of this offer and employment with, please electronically sign by 20/02/2024.

We look forward to you joining us. We would like to hear from you regarding your decision by 20/02/2024. If you have any questions regarding the Firm, this offer, or the contents of this letter please do not hesitate to contact - Rajeev Verma.

Yours Sincerely,



Rajeev Verma
HR Manager
Shri Krishna Embroideries Private Limited

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ANNEXURE -1
PRIVATE AND CONFIDENTIAL

Head of Pay	Amount in INR
Annual Gross	₹436,364.12
Basic	196,364
HRA	98,182
Special Allowance	66,661
Conveyance	19,200
Flexi Basket (Telephone + LTA)	34,357
PF	21,600
Net Pre Tax	393,164
**Variable Bonus (From INR 0 to 10% of Annual Gross)	43,636
Total Cost to Company (CTC)	480,000
**Joining Bonus	₹40,000.00
GRAND TOTAL	520,000

**Additional Benefits - Offered by the Firm includes:

I. Statutory Benefits

1. Gratuity is pad as per Payment of Gratuity Act 1972.

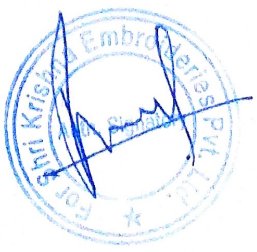
II. Health and Wellbeing

1. Group Medical for self, spouse, children and parents/parent-in laws (one set) coverage up to IN 10,00,000
Lakhs per annum
2. OPD up to 10,000/-per annum
3. Group accidental
4. Group term
5. Tele prescription
6. Tele consultation and support for emotional and mental wellbeing

III. Other Benefits

1. Internet reimbursement
2. Service award program
3. Employee referral program

*Remarks - Bonus not included for Net pre tax
**Refer to Offer Letter for details
***Additional benefits mentioned above are subject to change as per the management decision and policy terms
Salary and other benefits are subject to Income tax at source as per income Tax Act 1961 (revised from time to time).



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TalentServe

OFFER LETTER

Reference ID - TSIPL/CH/NTASSI/24/607541
30 January, 2024

Full Name - Aman Pandey
Phone Number - 7065104373
Email Id - pandeyaman1308@gmail.com
College Name - Jagannath International Management School
Full Address - Delhi/NCR

Dear Aman Pandey,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

- Designation: Management Trainee
- Department: Finance
- Sub Department: Investment Analyst & Social Work
- Role Location / Work Location: Remote for 6 Months
- Employment Type: Final Placement 24(OJT Plus Placement)
- Total CTC per Annum 5.5 Lacs (Fixed + Variable)
- BreakUp CTC: Fixed: - 450000 INR Variable: - 100000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!

Samiksha

Samiksha
HRD Department
For TalentServe

TalentServe

Confirmation and Acceptance

I, "AMAN PANDEY", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature - Aman.

Full Name - Aman Pandey

Date - 30 January, 2024

Place - NEW DELHI

September 14, 2023

Ashish Kumar Jha

New Delhi, Delhi

Offer Letter

Dear Ashish,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

jims

Ruchi Singhal <ruchi.singhal@jagannath.org>

Fwd: OFFER LETTER

Mehak Gupta <guptamehak0103@gmail.com> Wed, May 22, 2024 at 11:58 AM
To: ruchi.singhal@jagannath.org

---------- Forwarded message ---------
From: **Bhawna Sharma** <bhawna.sharma@edelytics.com>
Date: Wed, May 22, 2024 at 10:22 AM
Subject: OFFER LETTER
To: <guptamehak0103@gmail.com>
Cc: Anoop Mundhra <anoop.mundhra@edelytics.com>, Prikshit Thukral <prikshit.thukral@edelytics.com>

May 22, 2024

Mehak Gupta,

10A/13 Shakti Nagar,

Delhi,

Subject : Offer Of Employment.

Dear Mehak,

Pursuant to your interview and ongoing discussions with us, we are pleased to offer you the position of **SOCIAL MEDIA EXECUTIVE** at our company.

Your cost -to-company (CTC) shall be **25,000/- per month.** (INR Twenty Five Thousand only).

Your place of posting shall be at **91 Springboard**, **B1/H3, MOHAN CO-OPERATIVE**, New Delhi, Delhi – 110044.

Your joining date should be on **June 17, 2024 (Monday)**.

Employment Type – Full time (from office)

Working Hours – 10:00 AM to 06:00 pm (Monday to Saturday)

You need to have a fully functional working laptop of your own before joining.

For this position the major roles and responsibilities will include:

- Serve as liaison with account leads to make sure successful timely completion of social media postings.
- Assist the Top Management in research, development, writing, editing of monthly social media plans for our clients.
- Manage creative as well as production teams to develop social paid media strategies, like selecting appropriate social channels, determining timing, placements.
- Create and review organic social and video content, as well as social campaigns,ensuring traffic and growth targets are met.
- Integrate client's key messages into written oral communication forms to achieve client objectives.
- Communicate through creative briefs the client needs/interests to the designers, the agency perspective to the client, ensuring the agency work is on strategy.
- Develop monthly reports on emerging social media trends that will be submitted to the management team and executives.
- Create your own content plan and creatives through design tools.
- Design and implement social media strategy to align with business goals.
- Monitor and proactively increase social traffic growth and engagement performanceacross all brands.
- Facilitate scaling brand and company awareness through various social mediachannels.
- Handle the entire social media presence of the group and its various companiesacross various platforms such as LinkedIn, Facebook, Twitter etc.
- Research and evaluate the latest trends and techniques in order to find new andbetter ways of measuring social media activity.

You need to share the following documents(scanned) below:

1. 4 passport size color photographs;
2. Education Qualification Certificates from 10th Onwards;
3. Scanned Copy of PAN card and Address Proof;

As your acceptance to this offer letter, we request you to acknowledge the mail, on or before **May 24, 2024.**

By accepting this offer letter, you confirm and undertake that you will keep all information in relation to the company confidential and will not use or disclose to any third party any plans, strategies, financial information, market research, client list, inventions, designs or any other information concerning the business affairs of the company.

You will be on probation for 6 months from the date of the joining duties and on the successful completion of the probation period the appointment shall be confirmed by the Company at its discretion subject to the performance meeting the requisite standards.

We take a great pleasure in welcoming you to our organization and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit.

We hope you will find this offer acceptable and wait to welcome you to the Edelytics Family.

With Regards..

Bhawna Sharma
HR & Branding Manager
9560017761
Edelytics Digital Communications Pvt. Ltd.

EMAAR

INDIA

28-May-24

Dear **Vrinda Sethi,**

Congratulations!

We take pleasure in offering you the position of **"Graduate Trainee"** at "**Band 5**" at Emaar India Limited. A detailed job description will be given to you at the time of joining. Details of the offer have been mentioned:

Designation	Graduate Trainee
Department	OES
Band	5
Location	Gurugram
Reporting to	
Date of Joining	08-Jul-24

You will be on the rolls of Emaar India Limited and all terms & conditions of the entity will be applicable. A detailed appointment letter will be issued to you at the time of your joining.

A copy detailing compensation and benefits for your position is enclosed.

Kindly sign the attached copy of this letter as well as the compensation sheet as an acknowledgement of your acceptance of this offer.

Kindly note that this offer is valid subject to an acceptable feedback from your reference checks.

Yours sincerely,



Madhuri Mehta
Chief Human Resources Officer

I have read the information above and accept the terms and conditions.

I hereby acknowledge, confirm and declare that neither I nor any member of my immediate family (which include my spouse, children, parents, and siblings and also parents-in-laws and siblings of spouse) are involved, employed, engaged and/or otherwise under any contractual arrangement with and/or in any business activity with Emaar Group. In case of any involvement, engagement, employment etc. as stated hereinbefore, I do hereby agree, confirm, declare and undertake to notify immediately upon acceptance of offer / entering into engagement / contract and not later than before joining / commencing my contract with Emaar Group.

Signed:

Date:

Encl: Compensation Sheet

EMAAR

INDIA

Designation		**Graduate Trainee**	
Department		**OES**	
Band		**5**	
Location		**Gurugram**	
Reporting to			
Date of Joining		**08-Jul-24**	
	Monthly (INR)	**Annual (INR)**	**Remarks**
Components			
Basic Salary	15,000	180,000	This is paid on a monthly basis. Retirement benefits are related to it.
Flexi Allowance (including HRA)	10,473	125,670	HRA is calculated @40% of Basic Salary for non metro cities. 50% of basic salary for metro cities. This amount is paid as a part of the salary.
Retirement Benefits			
Provident Fund (12% of Basic) – Employer Contribution.	1,800	21,600	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company/RPF. Similar amount is deducted from employee's basic salary as employee's contribution.
Fixed Compensation	27,273	327,270	
Performance Linked Pay			
Target Performance Pay for the performance year		32,727	PLP is paid annually. Actual payout is dependent on the employee performance and company business performance
Cost to Company	30,000	359,997	
Gratuity (15 days Basic)	722	8,658	This is governed by the Payment of Gratuity Act and the Gratuity Rules of the company.
Mobile- CUG Plan			New COCP SIM/Mobile Number port under CUG plan as per company policy
Mobile Phone Reimbursement			Will be paid as per existing Corporate Handset company policy
Group Mediclaim			Coverage as per existing company policy
Accident Insurance			Coverage as per existing company policy
Payouts will be monthly, based on number of days worked in a month.			
Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.			
In case an incentive policy is launched for your department your PLP component will become zero and your incentive will be governed by the aforesaid policy.			

EMAAR INDIA LIMITED
(Formerly Emaar MGF Land Limited)
Emaar Business Park, MG Road, Sikanderpur, Sector 28, Gurugram 122 002. Haryana.
Tel: +91 124 442 1155 | Fax: +91 124 479 3401
REGISTERED OFFICE: 306-308, Square One, C-2, District Centre, Saket, New Delhi 110 017. Tel: +91 11 4152 1155, 4948 3100
Fax: +91 11 4152 4619 | CIN: U45201DL2005PLC133161 | Email: enquiries@emaar-india.com
EMAAR-INDIA.COM

EMAAR

INDIA

28-May-24

Dear **Abhishek Singh,**

Congratulations!

We take pleasure in offering you the position of **"Graduate Trainee"** at "**Band 5**" at Emaar India Limited. A detailed job description will be given to you at the time of joining. Details of the offer have been mentioned:

Designation	Graduate Trainee
Department	OES
Band	5
Location	Gurugram
Reporting to	
Date of Joining	08-Jul-24

You will be on the rolls of Emaar India Limited and all terms & conditions of the entity will be applicable. A detailed appointment letter will be issued to you at the time of your joining.

A copy detailing compensation and benefits for your position is enclosed.

Kindly sign the attached copy of this letter as well as the compensation sheet as an acknowledgement of your acceptance of this offer.

Kindly note that this offer is valid subject to an acceptable feedback from your reference checks.

Yours sincerely,



Madhuri Mehta
Chief Human Resources Officer

I have read the information above and accept the terms and conditions.

I hereby acknowledge, confirm and declare that neither I nor any member of my immediate family (which include my spouse, children, parents, and siblings and also parents-in-laws and siblings of spouse) are involved, employed, engaged and/or otherwise under any contractual arrangement with and/or in any business activity with Emaar Group. In case of any involvement, engagement, employment etc. as stated hereinbefore, I do hereby agree, confirm, declare and undertake to notify immediately upon acceptance of offer / entering into engagement / contract and not later than before joining / commencing my contract with Emaar Group.

Signed:

Date:

Encl: Compensation Sheet

EMAAR

INDIA

Designation		**Graduate Trainee**	
Department		**OES**	
Band		**5**	
Location		**Gurugram**	
Reporting to			
Date of Joining		**08-Jul-24**	
	Monthly (INR)	**Annual (INR)**	**Remarks**
Components			
Basic Salary	15,000	180,000	This is paid on a monthly basis. Retirement benefits are related to it.
Flexi Allowance (including HRA)	10,473	125,670	HRA is calculated @40% of Basic Salary for non metro cities. 50% of basic salary for metro cities. This amount is paid as a part of the salary.
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Mobile- CUG Plan			New COCP SIM/Mobile Number port under CUG plan as per company policy
Mobile Phone Reimbursement			Will be paid as per existing Corporate Handset company policy
Group Mediclaim			Coverage as per existing company policy
Accident Insurance			Coverage as per existing company policy
Payouts will be monthly, based on number of days worked in a month.			
Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.			
In case an incentive policy is launched for your department your PLP component will become zero and your incentive will be governed by the aforesaid policy.			

EMAAR INDIA LIMITED
(Formerly Emaar MGF Land Limited)
Emaar Business Park, MG Road, Sikanderpur, Sector 28, Gurugram 122 002. Haryana.
Tel: +91 124 442 1155 | Fax: +91 124 479 3401
REGISTERED OFFICE: 306-308, Square One, C-2, District Centre, Saket, New Delhi 110 017. Tel: +91 11 4152 1155, 4948 3100
Fax: +91 11 4152 4619 | CIN: U45201DL2005PLC133161 | Email: enquiries@emaar-india.com
EMAAR-INDIA.COM

EMAAR

INDIA

28-May-24

Dear **Aashima Mahajan,**

Congratulations!

We take pleasure in offering you the position of **"Graduate Trainee"** at "**Band 5**" at Emaar India Limited. A detailed job description will be given to you at the time of joining. Details of the offer have been mentioned:

Designation	Graduate Trainee
Department	OES
Band	5
Location	Gurugram
Reporting to	
Date of Joining	08-Jul-24

You will be on the rolls of Emaar India Limited and all terms & conditions of the entity will be applicable. A detailed appointment letter will be issued to you at the time of your joining.

A copy detailing compensation and benefits for your position is enclosed.

Kindly sign the attached copy of this letter as well as the compensation sheet as an acknowledgement of your acceptance of this offer.

Kindly note that this offer is valid subject to an acceptable feedback from your reference checks.

Yours sincerely,



Madhuri Mehta
Chief Human Resources Officer

I have read the information above and accept the terms and conditions.

I hereby acknowledge, confirm and declare that neither I nor any member of my immediate family (which include my spouse, children, parents, and siblings and also parents-in-laws and siblings of spouse) are involved, employed, engaged and/or otherwise under any contractual arrangement with and/or in any business activity with Emaar Group. In case of any involvement, engagement, employment etc. as stated hereinbefore, I do hereby agree, confirm, declare and undertake to notify immediately upon acceptance of offer / entering into engagement / contract and not later than before joining / commencing my contract with Emaar Group.

Signed:

Date:

Encl: Compensation Sheet

EMAAR

INDIA

Designation		**Graduate Trainee**	
Department		**OES**	
Band		**5**	
Location		**Gurugram**	
Reporting to			
Date of Joining		**08-Jul-24**	
	Monthly (INR)	**Annual (INR)**	**Remarks**
Components			
Basic Salary	15,000	180,000	This is paid on a monthly basis. Retirement benefits are related to it.
Flexi Allowance (including HRA)	10,473	125,670	HRA is calculated @40% of Basic Salary for non metro cities. 50% of basic salary for metro cities. This amount is paid as a part of the salary.
Retirement Benefits			
Provident Fund (12% of Basic) – Employer Contribution.	1,800	21,600	The employer contributes to the extent of 12% of basic salary. This amount is deposited with the PF Trust of the Company/RPF. Similar amount is deducted from employee's basic salary as employee's contribution.
Fixed Compensation	27,273	327,270	
Performance Linked Pay			
Target Performance Pay for the performance year		32,727	PLP is paid annually. Actual payout is dependent on the employee performance and company business performance
Cost to Company	30,000	359,997	
Gratuity (15 days Basic)	722	8,658	This is governed by the Payment of Gratuity Act and the Gratuity Rules of the company.
Mobile- CUG Plan			New COCP SIM/Mobile Number port under CUG plan as per company policy
Mobile Phone Reimbursement			Will be paid as per existing Corporate Handset company policy
Group Mediclaim			Coverage as per existing company policy
Accident Insurance			Coverage as per existing company policy
Payouts will be monthly, based on number of days worked in a month.			
Taxes as applicable, to be borne by the incumbent, as per prevailing tax laws.			
In case an incentive policy is launched for your department your PLP component will become zero and your incentive will be governed by the aforesaid policy.			

EMAAR INDIA LIMITED
(Formerly Emaar MGF Land Limited)
Emaar Business Park, MG Road, Sikanderpur, Sector 28, Gurugram 122 002. Haryana.
Tel: +91 124 442 1155 | Fax: +91 124 479 3401
REGISTERED OFFICE: 306-308, Square One, C-2, District Centre, Saket, New Delhi 110 017. Tel: +91 11 4152 1155, 4948 3100
Fax: +91 11 4152 4619 | CIN: U45201DL2005PLC133161 | Email: enquiries@emaar-india.com
EMAAR-INDIA.COM

TalentServe

OFFER LETTER

Reference ID - TSIPL/CH/MTH0011/24/607553
30 January, 2024

Full Name - Debraj Roy
Phone Number - 9013368486
Email Id - roydrone8@gmail.com
College Name - Jagannath International Management School
Full Address - Delhi/NCR

Dear Debraj Roy,

Welcome to TalentServe !!!,

Congratulations on your decision of partnering with us as we work together to transform the landscape of education.

We are pleased to offer you the position of Management Trainee on following terms & conditions as per Annexure a & b

Offer Details:

- Designation: Management Trainee
- Department: Marketing
- Sub Department: Sales, Marketing & Ops
- Role Location / Work Location: Remote for 6 Months
- Employment Type: Final Placement 24(OJT Plus Placement)
- Total CTC per Annum 12.0 Lacs (Fixed + Variable)
- BreakUp CTC: Fixed: - 850000 INR Variable: - 350000 INR

By Signing this offer, you confirm that you are under no contractual or other legal obligations that would prohibit you from performing your duties and complete your successful training period to avail the offer.

We are confident and expect that you would play a significant role in the overall success of the venture and wish you the most enjoyable, learned packed and truly meaning internship experience with TalentServe.

Congratulations and Welcome to the Team!

Samiksha
HRD Department
For TalentServe

TalentServe

Confirmation and Acceptance

I, "_____", hereby accept to be a part of TalentServe India Private Limited and will abide by the Code of Conduct, policies, guidelines and the terms/conditions as set forth in this letter.

Signature -
Full Name - Debraj Roy
Date - 30 January, 2024
Place -

Date: 10/01/2024

Dear Abhishek Kumar Rai,

Apropos to your application for the post of **"Business Development Intern"** and subsequent to our discussions we are pleased to offer you the position of **Business Development Intern.** Attached are our terms and conditions of our offer please read these details carefully, including your compensation and benefits as explained on page ANNEX 1.

Acceptance and Commencement

Your appointment date will be effective on your joining date i.e., **15/01/2024**. Please contact us immediately if you want an alternative joining date. If you do not confirm your joining date or we are unable to set an alternative joining date this offer will be withdrawn.

The terms and conditions of the offer are as below:

• Your initial posting will be in NOIDA. Following your probation of 06 Month, your services are transferable, and you would be assigned to the NOIDA office of Movidu, a subsidiary or associate company. In such a case, it will be governed by the policies of that location.
• Your appointment is contingent on no adverse findings against reference and background checks including education, employment history, and other checks as applicable. Your internship is also contingent upon your ability to work without restrictions (i.e., you do not have any non-compete clauses or any restrictive clauses with any previous employer.
• You may be required to travel on company work and you will be reimbursed for expenses as per company policy.
• If you are absent from work for more than 5 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your internship without notice.
• Your individual remuneration is confidential between you and the company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as confidential.

Working Hours – This is a full-time role. The working hours of the firm are from 11.30 am to 9 pm, six days a week. [*The working hours are 11.30 AM to 1400 Hours. Lunch break is between 1400 hours to 1600. Resume work from 1600 hrs to 2100 hours]* In case you are deployed at a client site you shall follow the working hours of the client. We do not follow flexi hours, so it is mandatory to complete the working hours at the office (or WFH with prior approval). You will be required to work on the weekends and the week offs are rotational and will be provided during the weekday as agreed between you and the Manager.

Absence from work – stipend will not be paid for periods of unauthorized absence.

Work - You will perform all duties and obligations and comply with such orders as may be designated by the Company management which is reasonably consistent with your position.

Working in Shifts – You may be required to work in shifts. This shall be informed to you by your manager/supervisor well in advance.

Code of Conduct – Your Internship is governed by the Code of Conduct. A copy is attached. You are required to read, understand and follow it in letter and spirit.

Confidentiality - In the ordinary course of your Internship you will be exposed to information about the business of the Company, its clients, and customers, which is confidential or commercially sensitive and which may not be readily available to competitors or the general public, and which if disclosed would be harmful for our reputation.

All information is shared on a need-to-know basis. You shall not discuss or transmit by any means any confidential information outside the office environment.

Restriction After Termination of the Internship - You are likely to obtain trade secrets and confidential information of the Company and personal knowledge of and influence over customers and Interns/employees of the Company during the course of the Internship. To protect the interests of the Company you are bound by a 03-month non-solicitation clause wherein you will not entice or solicit or assist another person of the firm.

Intellectual Property - You agree that during your internship the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company,

Data Protection – Ensuring the protection of our data is a requirement of the job. You shall ensure that –

• You do not disclose any personal data without prior written approval

• You do not access information that you are not otherwise authorized to view.

• You do not access systems and IT infrastructure that you are not authorized to use.

• You do not treat personal data carelessly

• You secure all printouts away when not in use. You do not share your passwords to any unauthorized person.

Termination – **By you**: During the period of internship, you are required to give the company at least one calendar months' notice in writing. In case the notice period as per terms of employment is not served, stipend in lieu of notice period would be deducted from the final settlement dues to the Intern.

Termination – **By Company:** Post confirmation, except where your Internship is terminated on the grounds of Gross Misconduct you will not be entitled to stipend from the company or pay in lieu of notice period.

Intellectual Property - You agree that during your Internship, the 'work of art, any patent application, design, copyright or other intellectual property shall be owned by the Company, except articles written with personal opinion. You agree that you will promptly inform the Company about any Intellectual Property you make or are involved in making.

Your roles and responsibilities during the internship will include:

Marketing the product to 50 channel partners per day: - You will be responsible for promoting and creating awareness about our product to the target audience. This may involve developing marketing strategies, implementing campaigns, and analyzing their effectiveness.

Reaching out to 50 clients per day for product explanation: You will be expected to actively engage with potential clients, contacting a minimum of 50 clients daily to provide them with detailed information about our product. This will require effective communication and persuasive skills.

Compensation - Your fixed remuneration/ stipend shall be INR **15,000/- (Fifteen Thousand Rupees only)** per month (Refer to Annex1). Compensation will be paid only after the completion of {TRAINING_DURATION}15 days of unpaid Training or as confirmed by your manager based on your performance during the training.

Additional Earning Opportunities - An incentive-based performance bonus of up to INR 15,000 is available. Please refer to Annex 1 for more details.

Training - You will be provided on-the-job training for specific job roles and business processes, fully covered by the Company if necessary. After completing the training, you commit to working with the Company for at least 03 months. During the initial 3 months, a security deposit of INR 3000/month will be deducted from your remuneration. If you leave before 03 months, you will reimburse INR 9000 for the training cost, which will be adjusted against the security deposit collected. Upon successfully completing 6 months, the Company will reimburse the deposit of INR 9000 in your stipend during the 7th, 8th & 9th month.

Acceptance – You hereby accept the terms of Internship. Please sign the offer letter in duplicate and return us one copy.

Name……Abhishek Kumar Rai…….

Accept & Sign……Abhishek……..

Best wishes



Neha Sharma

HR Associate Manager |
Movidu Technology Pvt Ltd.

Personal Data – Consent

In consideration of being offered Internship by Movidu Technology Pvt Ltd, I hereby expressly agree as follows:

Movidu Technology Pvt Ltd may collect, process and disclose my personal information/data to verify the accuracy of the information I have provided in my application form or during my recruitment process, by conducting appropriate background checks.

In this regard, Movidu Technology Pvt Ltd may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons I have appointed as personal references during my recruitment.

Name……Abhishek Kumar Rai…….

Accept & Sign ……..

Best wishes

MOVIDU TECHNOLOGY PVT. LTD. BANGALORE

Neha Sharma

HR Associate Manager |
Movidu Technology Pvt Ltd.

ANNEX 1

Name: Abhishek Kumar Rai	Designation: Business Development Intern
Date of Joining: 15th January 2024	Work Location: NOIDA

Compensation Component:

Duration	06 Months
Fixed Stipend (in INR)/Month	15000
Incentive (in INR)/Month	Up to 15,000
Total Stipend in INR per month = (Fixed + Incentive)	Up to 30,000

Yours sincerely,

MOVIDU TECHNOLOGY PVT. LTD. BANGALORE

Neha Sharma

HR Associate Manager |
Movidu Technology Pvt Ltd.

Name……Abhishek Kumar Rai…….

Accept & Sign ..Abhishek……

Date……11/08/2024……

Date: 29-June-2024

Ms. Shubhangi Sharma
237-E, Near Ganga Market, Pocket 1, Mayur Vihar ph-1, Delhi - 110091

Dear Shubhangi,

Subject: Offer Letter

We are pleased to offer you the position of **Project Coordinator** at Bizgurukul, effective from 01 July 2024. We believe that your skills, experience, and passion for (Industry/Field) will make a valuable contribution to our team and help us achieve our goals.

As an employee of Bizgurukul, you will be entitled to the following benefits:

1. **Salary:** Your starting salary will be **3,07,200 per annum**, payable on a Monthly basis. This amount will be subject to statutory deductions and withholdings as required by law.
   The detail of the offer is given below-:

   Place of Posting: Sector 16, Noida
   Take Home: INR 22000/- per month
   CTC: INR 25600/- per month

2. **Probation period:** You will be on probation for **6 months** from the date of joining, on the completion of which your services will be deemed to be confirmed. If your probation period is extended under any circumstances, the same will be communicated to you in writing.

3. **Leave:** You will be entitled to Festivals and National Holidays and leaves as per the policy of the company. For the purposes of the leave, the calendar year is followed. All leaves should be applied in advance and should be approved by the manager. The company reserves the right to grant the leave applied, depending on the exigencies of work.

4. **Medical examination:** The company shall have the right to require you to be examined by a doctor of the company's choice, at the company's expense, and you are required to cooperate fully.

5. **Work ownership:** The ownership of any rights to any works by the employee during the terms of employment shall lie with the Company**.**

6. **Other Benefits**: As an employee of Bizgurukul, you will also have access to other benefits, such as professional development opportunities, and company events.

7. **Termination Clause:** Your employment may be terminated at any time, with or without cause or notice. In the event of termination without cause, you will be entitled to any unpaid salary and benefits up to the date of termination.

8. **Serving Notice Period Clause**: If you wish to terminate your employment, you must provide written notice to the company at least 7 days in advance. Post this, you need to serve 30 days' Notice Period according to the Company policy.

9. **Governing Law:** This offer letter and your employment with Bizgurukul will be governed by and construed in accordance with the laws of Delhi, India without regard to its conflict of law provisions. Bizgurukul follows the Alternative Dispute Resolution (ADR) method, which is a fair and efficient way to resolve any potential disputes that may arise during our collaboration.

**Please note that this offer is contingent upon the successful completion of a background check and verification of your work authorization status. **

Kindly confirm your acceptance of this offer by signing and returning a copy of this letter, along with any other documents required by the company, by (Deadline).

We are excited to have you join our team and contribute to our mission of revolutionizing education through technology. Welcome to the Bizgurukul team.

For BizGurukul Pvt. Ltd.



Authorised Signatory

December 13, 2023

To,
Pranav Pahuja

Dear Pranav,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will be required to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Pranav**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

December 13, 2023

To,
Jasman

Dear Jasman,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Jasman**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

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Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India

Tel: +91 080 6755 5000/ +91 080 6755 4000
www.deloitte.com

Jul 3, 2024

Ms. Sakshi Chauhan
E-86, Sector 20,
Noida, 201301
India

Subject: Offer of Employment

Dear Sakshi Chauhan:

On behalf of **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the ''Employer'' or ''Company''), I am pleased to confirm our offer of employment to you as **Advisory Associate Analyst** based in **Bengaluru**.

We extend this offer, and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression with everyone you met and we are excited with the prospect of you joining our organization on **August 5, 2024**.

The employment confirmation is subject to probation period of **12** months from (**August 5, 2024 to August 4, 2025**). During the probation period you will be evaluated on various trainings and performance criteria. Upon successful completion of probation period your employment will be confirmed.

Your immediate manager will communicate details of your role and work responsibilities in the initial weeks of your joining the Employer. During your employment, the Company may require you to work on any project that you are assigned to, on any technical platforms/skills and nature of the project, in differentiated work timing, at designated work space and location as may be decided by the company.

As part of your annual compensation, you will receive a Total Salary of **Rs./₹ 325,008/-** and, will be eligible for a end term bonus of **Rs./ ₹ 32500/-** upon successful completion of your probation period. Any amounts paid will be subject to statutory and other deductions as per Employer policies and practices. The details of your compensation breakdown are provided in the attached Annexure A.

As an incentive to join the Company, you are eligible to receive a joining bonus of **Rs./ ₹ 25,000/-** subject to your reporting for full-time employment on **August 5, 2024**. This amount will attract applicable taxes and will be processed as part of your first month's payroll. You will have an obligation to repay the entire amount of your joining bonus if you resign your position or are terminated for cause by the Company within **12 months** of your start date.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

Your employment with us during the probation period of 12 months, post-successful completion of the probation period and the confirmation of employment will be governed by the Terms and Conditions as detailed in **Annexure B**, as well as any and all rules, regulations, guidelines, policies and practices of the Employer, which may be amended from time to time. Deloitte LLP and its U.S.-based subsidiaries (the "Deloitte U.S. Firms") requires their employees to make the necessary representations regarding independence and other matters, as the Employer is a subsidiary of Deloitte LLP. Accordingly, this offer is conditional upon you agreeing to make such representations under the Employer's Independence Representations requirements, as further explained in **Annexure B.**

This offer letter, together with the Annexures described herein, and the Non-Disclosure, Non Solicit and Intellectual Property Rights Assignment Agreement, the Information Security Policy (which you are required to sign upon joining), constitute the entire agreement between the parties with respect to the subject matter of this offer, and supersedes all other previous or contemporaneous oral or written representations, understandings or agreements relating to the subject matter of this offer between you and the Employer or its affiliates.

In compliance with applicable laws, Deloitte India (Offices of the US) provides its professionals with home pick-up and drop transport services within **pre-defined** boundary if their shift timings are between 8:30 p.m. - 6:00 a.m. in Hyderabad, 9:00 p.m. - 6:00 a.m. in Mumbai, Pune; 7:00 p.m. – 6:00 a.m. in Gurugram, 8:00 p.m. - 6:00 a.m. in Bengaluru, Chennai, and Kolkata.

This letter and **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** employment application are intended to be final. To accept the offer and the terms of this letter, please sign below in the space provided within three business days.

Sakshi Chauhan, everyone you have interviewed with joins me in extending to you congratulations and warm regards. We look forward to you joining our team.

Sincerely,

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited
Best regards,

By: DocuSigned by: Pooja Madnani FC36FB96157A491...
Signature

Authorized Signatory

Acceptance

I, **Sakshi Chauhan**, hereby accept the terms and conditions of this employment offer.

Please sign and date your Acceptance

_____ _____
Signature Date

DELOITTE
Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.07.03 07:23:39 -07:00

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Annexure A

Ms. Sakshi Chauhan **Advisory Associate Analyst**

Description	**Monthly** (Rs. per month)	**Annual** (Rs. per Annum)
Basic Pay	**9,500**	**114,000**
House Rent Allowance (HRA)	**4,750**	**57,000**
Special Allowance[1a & 1b]	**4,805**	**57,660**
Leave Travel Allowance[2]	**950**	**11,400**
Differential Allowance	**3,079**	**36,948**
Meal Card[3]	**2,200**	**26,400**
Employer's contribution to PF	**1,800**	**21,600**
Total Salary (in Rs.)	**27,084**	**325,008**
Medical Insurance Premium[4]	**3,014**	**36,167**

All compensation and benefits are based on employee's position with the Employer in India.

Contd/-....

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Annexure A

[1]All employees may claim tax exemption, subject to tax rules from time to time, from their Special Allowance component, expenses incurred towards communication and Driver / Fuel & Maintenance Expenses as per eligibility mentioned below:

	[1a]*Communication Expenses*	[1b]*Fuel Expenses*
Employee Level - Advisory Associate Analyst	*Only one Post paid mobile, one Land Phone and One internet connection bill(s) can be claimed.*	*Petrol / Driver / Insurance / Repairs & Maintenance*
	Rs./₹ 3,000/- per month	**Rs./₹ 7,500/-** per month

[1a] The internet/telephone/mobile bills should be in the Employee's name.

[1b] For claiming vehicle running expenses (Driver / Fuel / Repairs & Maintenance expenses) the vehicle has to be in the name of the Employee and the current tax rules are as under. The above limits will be applicable for all those who are on company car lease program and the below limits will apply for all those who are on self-owned car. In case of company leased car, taxability would be as per the current perquisite valuation rules.

Nature of Expenses	Own Vehicle –Maximum Tax exemption limit per month		
	4 Wheelers (Engine Capacity)		
	<= 1600 cc	> 1600 cc	Two Wheelers
Fuel & Maintenance	Rs. 1,800	Rs. 2,400	Rs. 900
Driver's Salary	Rs. 900	Rs. 900	Not applicable

All employees at and above **Senior Staff** are eligible for the company car lease program. If you choose to avail of this benefit, the amount towards lease rental will be paid by the firm on your behalf to the leasing company and your compensation structure will be adjusted accordingly. A revised letter with the new compensation structure will be issued that will supersede this letter for all practical purposes.

[2] The Leave Travel Allowance (LTA) will be paid on a monthly basis as an allowance with tax deducted at source. If you choose to avail the tax benefit on LTA, you should submit proof of expenses incurred by you for Self and / your immediate dependents. The taxability or otherwise of LTA will be as per the Income Tax Act 1961, details of which will form part of the LTA Form.

[3] Meal Card amount will be credited at the start of each month and for the first month (For New Hires) prorated amount will be processed as part of payroll. If not collected, it will be processed as a taxable amount with the salary.

[4] Annual Floating Medical Insurance Coverage for self and **6 dependents** is being paid by the Employer on your behalf. The premium amount is subject to change every year post renewal of insurance policy. In case you opt for an enhancement of the coverage limit, the additional premium will be adjusted accordingly from the special allowance.

You may also receive additional benefits, including and not limited to, in cash and/or in kind and/or as reimbursement, which could be referred as rewards, awards and gifts, which are generally accorded to the employees of the Employer, subject to the applicable taxes, policies and practices of the Employer.

You may also be eligible to either a One-time Stipend or a temporary lodging basis joining the registered office location, you will receive a survey from Deloitte prior to your joining.

You may select the best option for availing the relocation assistance. If an employee who has availed this reimbursement decides to quit within 18 months from the date of relocation claim for whatever reason, the relocation reimbursement paid to the employee will be recovered in full, from the employee's full and final settlement.

By joining the Company, you will become a member under the 'Deloitte USI Employees Welfare Trust' and may be required to make a nominal contribution as a member.

Original bills towards the above components should be submitted during the Income Tax fiscal period evidencing the expenditure to get Income Tax exemption, failing which the same will attract applicable Income Tax.

Submission of false, tampered or altered bills as proof of expense for any of the above components will result in disciplinary action including termination of employment.

Your compensation above is subject to income tax deduction per rules and guidelines prescribed under the prevailing tax laws. This may change from time to time in line with the amendments done in tax laws.

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Deloitte.

Sakshi Chauhan **Bengaluru**

Annexure B

Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement ("Employment Agreement")

In consideration of my employment by **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited**, an Employer incorporated under the provisions of the Companies Act, 1956 and having its registered office **Portion of 7th Floor Block A 77 Degree Town Centre Survey no:124 & 36/2, Ammani Bellandur Khane Village, Bangalore East Taluk, Varthur, Hobli, Bangalore - 560037, India** (the "Employer") as **Advisory Associate Analyst** and other valuable consideration, I acknowledge and agree that:

PRELIMINARY MATTERS

1. Defined Terms. The italicized terms in this agreement (the "Employment Agreement") are defined in **Exhibit A** hereto.

2. *Pre-existing Agreements or Arrangements*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Agreements or Arrangements*. The Employer expects me to abide by all restrictions or obligations that are contained in such Pre-existing Agreements or Arrangements and to avoid involvement, while employed by the Employer, in any matter that could pose a conflict as a result of confidential information or intellectual property obtained by me prior to my *Employment*. I further represent that none of these restrictions or obligations, including those set forth in any non-compete agreements with prior employers, is inconsistent with my acceptance of the Employer's offer of *Employment* or my becoming, and serving as, **Advisory Associate Analyst** of the Employer. To the extent applicable and if I am joining the Employer after having served as an employee or official of the United States Government, I further represent that: (1) I have disclosed my prior participation, if any, in any discussions or negotiations with, or decisions to award contracts to, the Deloitte U.S. Firms while I was employed by the United States Government; and (2) I had either recused myself or had not played an active role in the applicable United States Government agency's decision to award any contracts to the Deloitte U.S. Firms while I was employed by the United States Government.

PROTECTION OF OUR BUSINESS

3. Reporting of *Proceedings.* Except as provided by law and except as I have disclosed in writing on **Exhibit C** to this Agreement, I represent and warrant that I have no *Proceedings* to report. Should I become a subject of any *Proceedings* during my association with the Employer, I agree to immediately report, in writing, all relevant facts to the Chief Talent Officer of Deloitte LLP, the Regional Talent Director of the Employer, and the Chief Ethics and Compliance Officer of Deloitte LLP. I understand that my responses are subject to audit and review by the Employer and others in accordance with applicable professional, ethical, legal, or Employer requirements, rules, regulations, policies, or practices, or other requests.

4. Confidentiality. I acknowledge that, by virtue of my *Employment*, I will acquire and be exposed to, have access to, make use of and/or create *Confidential Information*. Therefore, I agree to hold in trust and confidence all such *Confidential Information*. I will neither disclose any such *Confidential Information* to anyone outside a *Deloitte Entity* without the prior written approval of an *Authorized Signatory*, except as required by my authorized duties for the Employer, nor use any such *Confidential Information* for any purpose other than for the benefit of a *Deloitte Entity.*

5. Third Party Information and Property. I agree that during my *Employment*, I shall not use or disclose any confidential information or intellectual property of any former employer or other person or entity without the prior written authorization of such employer, person or entity and the prior written consent of an *Authorized Signatory*. If I were to use or disclose any such Confidential Information or Intellectual Property without prior consent, and any of the *Deloitte Entities* become the subject of any claim from a third party regarding such unauthorized use or disclosure, I agree to hold harmless and indemnify the *Deloitte Entities* for any legal defense costs and/or damages related to any such claim.

6. Authorization. Only employees of the Employer holding a senior or managerial position with the Employer will be authorized by a specific authorization, delegation, or power of attorney to sign legal documents, representing the Employer. Similarly, only such authorized employees of the Employer may speak about the Employer, the business and plans, various client-related projects etc.

7. Competing Activities and Conflict of In terest. During the period of my *Employment* I will not, directly or indirectly, participate in or in any way render services or assistance to any business that is or may be competitive with a *Deloitte Entity*, whether or not for compensation, or engage in any conduct which might result in, or create the appearance of using my position for private gain or other than for the benefit of a *Deloitte Entity*, or otherwise create a conflict, or the appearance of a conflict, of interest with a *Deloitte Entity*. Such conduct shall include, but not be limited to, having an undisclosed financial interest in any vendor or supplier of a *Deloitte Entity*, accepting payments of any kind or gifts other than of a nominal value from vendors,

clients or suppliers, or having an undisclosed relationship with a family member or other individual who is employed or associated with any entity in active or potential competition with a *Deloitte Entity*, and which creates a conflict of interest. I represent and warrant that I am not currently aware of any present or past violation of this provision.

8. *Authorization to Access Systems and Electronic Communications and use of Deloitte Property.* I understand that while employed with a *Deloitte Entity*, I will use and have access to the Systems. I also acknowledge that a *Deloitte Entity* has the right at any time to access, retrieve, delete, monitor, examine, use and/or disclose my Electronic Communications and information from (or about) me and the content, without notice to me, and that such *Electronic Communications* are considered part of a *Deloitte Entity's* business and client records and are not to be considered private or personal to me or any other *Personnel*. I further acknowledge that this right extends to *Electronic Communications* transmitted for either a business or personal purpose.

I agree that I am authorized to access the *Systems* only for approved business purposes and occasional personal use if such use does not interfere with my work responsibilities and other required business activities, business operations, or *Systems* performance. However, I also acknowledge that such occasional personal use does not create an expectation of privacy as to any of my personal *Electronic Communications* and, as such, are *Deloitte Property*.

I further acknowledge that I am not authorized to use the *Systems* for personal gain or any illegal or unethical use. I agree that under no circumstances am I authorized to access any of the *Systems* for the purpose of obtaining *Deloitte Property* for a competitor of a *Deloitte Entity*, transmitting *Deloitte Property* to me (e.g., emailing *Confidential Information* to my personal email address) or to a third party for purposes other than furthering the business objectives of a *Deloitte Entity*. I am not authorized to download a *Deloitte Entity's Confidential Information* or other *Deloitte Property* to removable media such as a CD Rom, disk or thumb drive other than as authorized for furthering the business objectives of a *Deloitte Entity*.

I will be responsible for the safe keeping and return in good condition and order of all the *Deloitte Property* that may be in my use, custody, care or charge. For the loss of any *Deloitte Property* in my possession or custody or for which I have been assigned responsibility, the Employer will have a right to assess on its own basis and recover from me, the damages in respect of such materials (out of the amounts due to me or otherwise) and to take such other legal action as it deems appropriate including termination of my employment without notice or payment in lieu thereof in the event of my failure to account for such material or property to its satisfaction.

9. *Security.* I am provided with a worktable and lockable storage space. I will ensure they are locked when unattended and understand that a duplicate key will only be provided if I sign for it. I am required to display my identity card to the appropriate security personnel on demand and at all times within the office premises.

10. Ownership of *Works*.

a. I agree that the Employer owns all rights, title and interest in and to all *Works*.

b. I agree that all *Works* are deemed works made for hire under India copyright or applicable laws or equivalent laws of any applicable foreign jurisdiction, and all *Intellectual Property Rights* therein vest automatically in the Employer upon creation of the *Works*. I agree that, to the extent any *Work* is held not to be a work made for hire, I hereby irrevocably assign all *Intellectual Property Rights* in the *Work* to the Employer. Notwithstanding anything contained in Section 19(4) of the Indian Copyright Act, 1957, I agree that such assignment shall continue to be in force for perpetuity irrespective of whether or not the Employer exercises its rights as the assignee for any period of time.

c. I will at all times, even after termination of my *Employment*, do whatever the Employer reasonably requests of me, at the Employer's expense, to document the assignment of any *Works* to the Employer or to assist the Employer in pursuing, renewing, extending or assigning any *Intellectual Property Rights*, and otherwise perfecting, protecting and enforcing said *Intellectual Property Rights* in, any *Works*. I agree that, as between me and the Employer, the Employer shall be the sole author, inventor, and owner of all such *Works* and *Intellectual Property Rights* therein throughout the world, and that the Employer shall have the sole right to seek copyright registrations, patents or trademark registrations, including all extensions and renewals thereof. I also hereby agree that I waive all moral rights in any *Works*.

I also agree to assign all my right, title and interest in and to any particular *Works* to a third party as directed by the Employer.

In the event the Employer is unable for any reason, after reasonable effort, to secure my signature on any document needed in connection with the actions specified in the preceding paragraphs, I hereby irrevocably designate and appoint the Employer and its duly authorized officers and agents as my agent and attorney in fact, which appointment is coupled with an interest, to act for and in my behalf to execute, verify and file any such documents and to do all other lawfully permitted acts to further the purposes of the preceding paragraphs with the same legal force and effect as if executed by me. I hereby waive any and all claims, of any nature whatsoever, which I now or may hereafter have for infringement of any *Works* assigned hereunder to the Employer.

d. During a 12 month period after termination of my *Employment*, I agree that any *Intellectual Property* I create or conceive that results from and is related to any work assigned to or performed by me for the Employer, or that was created using *Deloitte Property*, is a *Work* that is subject to Paragraph 10 (b) above. For purposes of clarification, the foregoing provision is in addition

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to, and not in limitation of, any rights and remedies the Employer may have under the applicable laws protecting *Intellectual Property* of the *Deloitte Entities*.

e. I agree to keep and maintain adequate and current records (in the form of notes, sketches, drawings and in any other form that may be required by the Employer) of all *Works* developed by me during the period of my employment with the Employer, which records shall be available to and remain the sole property of the Employer at all times.

11. *Pre-existing Creations*; *Personal Creations*. My obligations in Paragraph 10 do not apply to *Pre-existing Creations* and *Personal Creations*. I warrant and agree that I have listed on **Exhibit B** all *Pre-existing Creations*. I acknowledge and agree that I will not assert any ownership rights against the *Deloitte Entities*, or their respective clients, with respect to any *Pre-existing Creations* unless they appear on **Exhibit B,** and **Exhibit B** has been accepted and agreed to by an *Authorized Signatory* who has signed at the bottom of such **Exhibit B**. I further agree that I shall not use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment* without the prior written consent of an *Authorized Signatory*. To the extent that I use any *Pre-existing Creations* or *Personal Creations* in connection with my *Employment*, I agree that, except as otherwise provided in a written agreement executed by me and the Employer, I hereby grant to the Employer an irrevocable, royalty free, perpetual, fully paid up, transferable, sub-licensable license to use, reproduce, distribute, display, perform, modify and create derivative works of and otherwise exploit such *Pre-existing Creations* or *Personal Creations* for any purpose including, but not limited to, client engagements.

12. Post- *Employment* Restrictions re: Clients. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or serving of certain clients related to my work for a *Deloitte Entity* would necessarily involve the unauthorized use or disclosure of *Confidential Information*, and the proprietary relationships and goodwill of the *Deloitte Entities*, and, in the case of my serving of certain clients, could compromise the full compliance of the Employer or another *Deloitte Entity* with the applicable laws, rules and regulations of a U.S. or India regulatory body or other independence-related requirement of a regulatory body. Accordingly, during the period of my *Employment* and for a period of one year thereafter, I will not, directly or indirectly, solicit or provide services to any existing client of a *Deloitte Entity* with which I had personal contact and provided services during the two-year period prior to termination of my *Employment*.

13. Exceptions to Post- *Employment* Restrictions re: Clients. I understand that the obligations of Paragraph 12 will not apply for a period of three (3**)** years after my start date or the date of my promotion or transfer to clients of a *Deloitte Entity* and/or certain specified kinds of services rendered to such clients that meet all of the following criteria: (a) are personal clients of mine who came to a *Deloitte Entity* solely to avail themselves of certain specified kinds of services rendered by me and only as a result of my own independent recruitment efforts, which a *Deloitte Entity* neither subsidized nor otherwise financially supported as part of a program of client development, (b) are listed on **Exhibit D** expressly by name with respect to client and with sufficient specificity with respect to the kinds of service(s) that I will be permitted to render, and (c) are accepted and agreed to as to their listing on **Exhibit D** by an *Authorized Signatory* who has signed at the bottom of such Exhibit. I agree that after a period of three (3) years from my start date or the date of my promotion or transfer the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on **Exhibit D** to support the application of the obligations of Paragraph 12 to those clients.

14. Future Employment with Clients. Except as otherwise provided herein, I understand that I am not prohibited from accepting employment with a client (or an affiliate of such client) of a *Deloitte Entity*. Before entering into substantive discussions with an *Attest Client* regarding any employment opportunity, I acknowledge and agree that during my *Employment* and for five years thereafter I must first notify *Independence* and obtain prior written approval from *Independence*. I acknowledge and understand that it is the intent of the Employer to interpret and apply this provision (a) in an effort to ensure the full compliance of the *Deloitte Entities* with applicable U.S. and India laws, rules, and regulations; (b) to serve the public interest; and (c) to protect the legitimate interests of the *Deloitte Entities* or their respective *Attest Clients* under applicable U.S. or India laws, rules and regulations in a manner that is no greater than is reasonably necessary to protect such interests and without being unduly harsh and oppressive to me and my interests in future employment with an *Attest Client*. Further, I acknowledge and agree that because of, among other things, the importance of the *Deloitte Entities* remaining in compliance with applicable independence rules, such approval may be withheld by *Independence* in the event that my employment with an *Attest Client* would, in the view of Deloitte LLP, be inconsistent with applicable laws, rules and regulations or jeopardize the independence of a *Deloitte Entity* with respect to such *Attest Client*.

15. Restrictions re: *Personnel* and Contractors. I acknowledge that, because of the nature of my work for a *Deloitte Entity*, my solicitation or hiring or of any of its *Personnel* or contractors of the *Deloitte Entities*, or my participation in their hiring, admission or retention, would necessarily involve the unauthorized use or disclosure of *Confidential Information* or the proprietary relationships and goodwill of the *Deloitte Entities*. Accordingly, during my *Employment* and for one year thereafter, I will not, directly or indirectly, (a) solicit or attempt to solicit, or participate in the solicitation of or any attempt to solicit any *Personnel* to leave a *Deloitte Entity*, or to join any firm or business with which I may be or become affiliated;(b) participate in the hiring or admission of any *Personnel*; or (c) cause a contractor of a *Deloitte Entity* to cease providing services to, with, or on behalf of the *Deloitte Entity*.

16. Post- *Employment* Restrictions re: *Deloitte Property*. Upon termination of my *Employment*: (a) I will not use or disclose *Deloitte Property*, including, but not limited to, *Confidential Information* and *Works*, for any purpose; (b) I will not retain or take with me any *Deloitte Property*; (c) I will immediately deliver to a *Deloitte Entity* at any location that it designates, at my

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expense, within one business day after the termination of my *Employment* or on an alternate date designated by a *Deloitte Entity*, any *Deloitte Property* that I may then or thereafter hold or control; and (d)I agree to allow a *Deloitte Entity* to inspect any of my personal or home computers, including smart phones, tablet computers, or any device, media or location capable of storing electronic data, to determine whether any *Deloitte Property* resides on such computers and to permit a Deloitte Entity to remove such *Deloitte Property*.

OTHER POST- *EMPLOYMENT* OBLIGATIONS

17. Transition of Work and Cooperation. Upon termination of my *Employment* for any reason, I will cooperate with a *Deloitte Entity* in all matters relating to the completion of pending work and its orderly transfer. I will also cooperate fully with a *Deloitte Entity* in connection with any threat of or actual legal proceeding against a *Deloitte Entity* or any client, customer or licenser of a *Deloitte Entity* arising out of any matter with or of which I had contact or knowledge during my *Employment*.

18. Notification of Post- *Employment* Obligations. I agree that prior to accepting employment or affiliation with another firm or business I will advise such firm or business of my duties and obligations under this Employment Agreement. After my *Employment* ends, I agree that a *Deloitte Entity* shall be permitted to advise any firm or business with which I have accepted an offer of employment or affiliation concerning my duties and obligations under this Employment Agreement.

19. Certification. I agree that during or after my *Employment* I will, if requested, provide written certification in such form as the Employer may require that I have complied with my obligations hereunder, including, without limitation, those obligations set forth in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15 and 16 of this Agreement.

OUR ENFORCEMENT RIGHTS AND REMEDIES IN THE EVENT OF A BREACH

20. Equitable Relief and Attorney's Fees. I acknowledge and agree that a breach of this Employment Agreement, including, but not limited to, a breach of my duties and obligations under the terms and conditions of Paragraphs 4, 5, 7, 8, 9, 10, 12, 14, 15 or 16 would cause irreparable harm to the *Deloitte Entities* and that, in addition to other remedies, the Employer on behalf of itself or another *Deloitte Entity* is entitled to a temporary restraining order, an injunction or other equitable relief to prevent any such breach. I also acknowledge that, to the extent permitted by law, a *Deloitte Entity* will be entitled to the payment of the *Deloitte Entities'* reasonable costs and attorney's fees incurred in enforcing this Employment Agreement. I also acknowledge that, to the extent permitted by law, the Employer may request that a court extend the one year period following the termination of my *Employment*, as provided in Paragraphs 12 and 15**,** to correspond with the period that I participated in activities prohibited by Paragraphs 12 and 15.

21. Liquidated Damages: Client Fees. I agree that in the event of a breach under Paragraph 12, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to 50% of all fees received by me (or any person or entity with which I am associated) in connection with such breach. Such percentage shall be paid within thirty days after each fee payment is received and in respect of all services in connection with such breach during the two years following the termination of my Employment for any reason.

22. Liquidated Damages: Compensation. I agree that in the event of a breach under Paragraph 15, the Employer shall be entitled to receive, as liquidated damages, payment from me of an amount equal to the annual compensation, inclusive of overtime, bonuses, and sales incentives, received by any person who leaves the Employer in connection with my breach over his or her last twelve months at the Employer. Such amount shall be paid within thirty days from the mailing of a written notice to me advising of the amount due.

23. Right of Inspection. I agree to permit the Employer (or to use my best efforts to enable the Employer) to inspect my books and records (and the books and records of any entity which employs or is associated or affiliated with me), upon request and at reasonable times, to enable the Employer to confirm the calculations described above and to verify compliance with Paragraphs 12 and 15. The Employer shall keep confidential any proprietary information obtained, except as may be necessary or desirable to enable the Employer to enforce its rights under this Employment Agreement and except as may be required by any statute, court or administrative order to decree or government ruling or regulation.

MISCELLANEOUS

24. Governing Law; Choice of Forum. This Employment Agreement is deemed to have been executed in the Employer's office in **Bengaluru, Karnataka, India** and will be construed and governed in accordance with the laws of the Republic of India without regard to its conflicts-of-law principles. You agree to submit to jurisdiction before any court of record in which the Employer's office to which you were assigned is located, or in which a breach of this Employment Agreement may occur, at the election of the Employer, and you waive any right to raise questions of personal jurisdiction or venue in any action the Employer may bring against you in any such court. You further agree to accept service of process/summons/legal notice from the Employer when that process/summons/legal notice is either sent to your last known address by certified mail or served by any other means permitted under the law of the jurisdiction in which the Employer may bring an action against you.

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25. Modifications. My obligations hereunder may not be changed or modified, released, discharged, abandoned or terminated, in whole or in part, except by an instrument in writing signed by an *Authorized Signatory*.

26. Severability. Every provision of this Employment Agreement is intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such term or provision will be enforced to the maximum extent permitted by law and, in any event, such illegality or invalidity shall not affect the validity of the remainder of the Employment Agreement.

27. Blue-Penciling. If any court determines that any provision of this Employment Agreement, or any part hereof, or the application of any such provision, or any part hereof, to any person or circumstance is unenforceable or void, such court shall have the power to modify such provision, or any part hereof, to the extent necessary to render it legal and enforceable while preserving its intent, or if such modification is not possible, by substituting therefore another provision that is legal and enforceable and that achieves the same objective.

28. Waiver. None of my obligations under this Employment Agreement shall be deemed to have been waived by the Employer except if the giving of such waiver is contained in a written notice given to me and no such waiver shall be deemed to be a waiver of any other or further obligation I have under this Employment Agreement.

29. Entire Agreement. This Employment Agreement, the Employer's employment application, the Terms and Conditions of Service issued pursuant to the offer of employment and any documentation employing me or transferring me to the Employer, contain the entire understanding between me and the Employer or any other *Deloitte Entity* with respect to the subject matter hereof and supersedes all prior representations, warranties, and agreements with respect to such subject matter, and no representations, warranties or other covenants exist with respect to such subject matter that are not contained or expressly referred to herein. Notwithstanding the foregoing, any written agreement between a *Deloitte Entity* and me with respect to the subject matter hereof that was signed by me prior to the effective date of this Employment Agreement shall remain valid and enforceable according to the terms of such agreement with respect to all acts and omissions occurring prior to the effective date of this Employment Agreement. In the event of a conflict between this Employment Agreement and the employment application or any other document purporting to set forth terms and conditions of my *Employment*, this Employment Agreement will control.

30. Transfer and Assignment. Unless as the Employer shall otherwise determine, the rights, obligations and benefits of the Employer under this Employment Agreement, including but not limited to those rights and benefits relating to my post-Employment obligations set forth in this Paragraph 30 and in Paragraphs 4, 5, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19 and 23 above, are transferred and assigned, in whole or in part (as the Employer shall determine) and without the need for my consent or the formality of documentation or prescribed processes, to (a) any *Deloitte Entity* in connection with my transfer to that *Deloitte Entity* or (b) any entity that acquires all or a part of the assets or business of the Employer. All provisions of this Employment Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, administrators, representatives, successors, and assigns of the Employer and me, and any *Deloitte Entity* to which I may be transferred during my *Employment*, provided, however, none of my duties or obligations under this Employment Agreement may be assigned or transferred by me to any other person or entity without the Employer's prior written approval of such assignment or transfer. Any purported assignments in violation of this Paragraph 30 shall be null and void.

31. Headings. The headings contained in this Employment Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Employment Agreement.

I have read the foregoing, understand it, and agree to comply with its terms.

_____

For Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited

Talent

Authorized Signatory

Effective as of **August 5, 2024**, I accept all the terms and conditions of the Employer as stipulated in this Employment Agreement.

Sakshi Chauhan

_____ _____

Signature Name

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EXHIBIT A

The definitions below apply to the italicized terms that appear in the Employment Agreement (including the exhibits):

Attest Client – attest client (or an affiliate of such client) of Deloitte & Touche LLP or a *Deloitte Entity*.

Authorized Signatory – a director, officer or other person who is authorized to sign on behalf of a *Deloitte Entity*.

Confidential Information – any information not generally known to the public, in any *Form*, that (1) relates to the operation of a *Deloitte Entity* or provides the *Deloitte Entities* with a competitive advantage, (2) consists of Personally Identifiable Information *(PII)* or other personal information about *Personnel*, client and other third party personnel, independent contractors, subcontractors, agents, vendors, suppliers or others which the Employer or another *Deloitte Entity* receives in the course of business, and (3) all other information entrusted to the Employer or another *Deloitte Entity* by clients and other third parties. *Confidential Information* includes, but is not limited to, *Intellectual Property*, supplier information, designs, business or marketing plans, forecasts and financial information, tax returns, tax identification numbers, agreements, client or prospective client lists, specific information about clients or prospective clients such as preferences for specific products and services, client or prospective client needs based on financial history and past purchases of services, client or prospective client development plans, specific rates charged to a client or offered to a prospective client and other business or client records. *Confidential Information* also includes, but is not limited to, debit or credit card information, employment applications, organization charts, performance ratings and other personnel records.

Deloitte Entity – the Employer, Deloitte LLP, and any corporation, company, partnership, limited liability company or other entity (a) that (i) is owned, directly or indirectly, in whole or in part, by Deloitte LLP (the "Deloitte U.S. Firms"), including but not limited to Deloitte LLP subsidiaries in India, the Deloitte Touche Tohmatsu verein, Deloitte Global Services Limited, Deloitte Global Services Holdings Limited, Deloitte Touche Tohmatsu Limited ("DTTL") or any member firm of DTTL or affiliate thereof (collectively, the "DTTL Member Firms") or (ii) controls, is controlled by or is under common control with any of the entities listed in clause (i); or (b) in which any *Personnel* participated on its behalf, or carried out any duties with respect to its affairs. For purposes of this Employment Agreement, the term "control" (including the terms "controlled by" and "under common control with") means the possession, directly or indirectly, of the power to direct or cause the direction of the management and policies of a person or entity, whether through the ownership of voting securities, by contract, or otherwise.

Deloitte Property – *Confidential Information, Systems*, equipment, debit and credit cards issued in connection with my *Employment*, furniture, facilities and any and all other materials owned, licensed or leased by a *Deloitte Entity*, including, without limitation, computerized or electronic information and all copies thereof in any form or media, created by, furnished to, obtained by or prepared by me in the course of my employment in any capacity.

Deloitte India (Offices of the US) - The following companies shall be deemed to be the affiliates of each other and are collectively referred to as Deloitte India (Offices of the US): (i) Deloitte Consulting India Private Limited (ii) Deloitte Tax Services India Private Limited (iii) Deloitte Support Services India Private Limited (iv) Deloitte Financial Advisory Services India Private Limited and (v) Deloitte & Touche Assurance & Enterprise Risk Services India Private Limited.

Electronic Communications – all text, audio, video, images, information, data, files and attachments created, displayed, sent, received, posted, accessed or stored, whether deleted or not, by means of the *Systems*.

Employment – the nature of my relationship with the Employer or a *Deloitte Entity* pursuant to this Employment Agreement. Alternatively, and depending on context, *Employment* is the period of time during which this relationship persists.

Form - paper, computer disc, USB drive, website; any other tangible or electronic medium by which information may be stored or accessed; and human memory.

Independence – National Office (Independence) of Deloitte LLP.

Intellectual Property - works of authorship (including, without limitation, books, articles, data compilations, software and other copyrightable materials), materials, patents, inventions, designs, techniques, methodologies, processes, discoveries, know-how, ideas, trade secrets, moral rights, trademarks and other indicia of origin together with the goodwill therein, and all patent applications, copyright and trademark applications and registrations, and extensions and renewals thereof, throughout the world.

Intellectual Property Rights – all rights, title and interest in Intellectual Property.

PCAOB – the United States Public Company Accounting Oversight Board.

Personal Creations – *Intellectual Property* that meet all of the following criteria: (1) it is conceived, developed, and created by me on my own time without using *Deloitte Property* or *Personnel* (during work hours), facilities, *Confidential Information* or *Works* of a *Deloitte Entity*, (2) it is unrelated to the actual or reasonably anticipated business or research and development of a

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Deloitte Entity, and (3) it does not result from any work performed by me and the*Personnel* (during work hours) for a *Deloitte Entity*.

Personnel – partners, principals, members, officers and employees of a *Deloitte Entity*.

PII – information (excluding business contact information such as an individual's name and one or more of the following: organization name, organizational title, organizational role, business address, business telephone number (including business cell phone number and business email address) relating to an identified or identifiable natural person. An identifiable natural person is a natural person who can be identified, directly or indirectly, by reference to an identification number or factors specific to his or her physical, physiological, mental, economic, cultural or social identity. Set forth below is a non-exclusive list of information that constitutes PII when such information relates to an identified or identifiable natural person:

- Account number (bank account, credit card, etc.)
- Address
- Biometric identifier
- Certificate or license number
- Date of birth
- Government identifiers (such as PAN)
- Name*
- Personnel Number
- Photograph or video identifiable to an individual
- Vehicle identifier or serial number
- Other information related to an individual that may directly or indirectly identify that individual (e.g., salary, performance rating, purchase history, call history, etc.)

* Note: When an individual's name is used with PII that is not business contact information, it is included in the definition of PII.

Pre-existing Agreements or Arrangements – agreements or arrangements that (1) relate to any*Pre-existing Creations*; or (2) may affect my ability to comply with the requirements of this Employment Agreement, including all contractual and other restrictions or obligations with other parties, including any post-employment restrictions and required notifications to the extent applicable under 18 United Stated Code §207, CFR 3.104-4, and India laws, rules and regulations that may or will impose limitations on my professional activities during my *Employment* (such as any non-compete agreements with prior employers and the one-year ban on lobbying contacts).

Pre-existing Creations – any *Intellectual Property* and *Intellectual Property Rights* that were developed or created by me, alone or with others, or otherwise acquired by me, before the period of my employment in any capacity with the Employer, in which I claim any ownership or right.

Proceedings – past or pending (1) actual or threatened claims or complaints of, or arising out of service to, present or former clients, (2) regulatory, self-regulatory, disciplinary, administrative, civil or criminal investigations, inquiries, charges, complaints, actions, sanctions, alternative dispute resolution proceedings, other proceedings or matters (other than criminal proceedings which relate solely to the operation of a motor vehicle) of any kind or nature, in India or any other jurisdiction, against me, including criminal proceedings arising out of my provision of professional services, proceedings brought by a professional association, or proceedings involving the Securities and Exchange Board of India, United States Securities and Exchange Commission or the PCAOB, other professional bodies like the Institute of Chartered Accountants of India or (3) matters of any kind or nature which could adversely affect my association with the Employer or my ability to perform my duties or responsibilities to the Employer, whether set forth in this Employment Agreement or otherwise, or my registration with or licensure by any governmental, quasi-governmental, or other regulatory agency, body or entity, in or outside the United States or India.

Systems – the communications systems or any part of such systems that a*Deloitte Entity* owns, licenses or operates and approves for use, including, but not limited to, e-mail, text messaging, Lotus Notes, Deloitte Online (eRoom), instant messaging, local area network, wide area network, Intranet (e.g., DeloitteNet, D Street), Internet, extranet, collaborative tools (e.g., blogs, wikis, etc.), laptop and desktop computers, servers, air cards, Personal Digital Assistants, cell phones, telephones and voicemail.

Works - all *Intellectual Property*, in any *Form*, created by me, alone or with others, during the period of my*Employment* that (1) is created within the scope of my *Employment*; (2) relates in any manner to the actual or anticipated business, research, or development of a *Deloitte Entity*; (3) results from any work assigned to or performed by me, alone or with others, for the Employer; or (4) is created with the use of *Deloitte Property*.

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EXHIBIT B

Pre-existing Creations; Pre-existing Agreements or Arrangements

I understand and agree that the Employer makes no attempt to verify my claim of ownership to any of the*Pre-existing Creations* listed, and makes no admission that any *Pre-existing Creations* listed are owned by me.

[If yes, please enter details below]

Yes, I do have *Pre-existing Creations*, *Pre-existing Agreements or Arrangements*

No, I do not have *Pre-existing Creations*, *Pre-existing Agreements or Arrangements*

Title	**Date**	**Brief Description**

_____ _____

Signature Date

Sakshi Chauhan

_____

Name (Print)

ACCEPTED AND AGREED TO:

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited

DocuSigned by:
Pooja Madnani
FC36FB96157A491...

Pooja Madnani

Talent

Its: Authorized Signatory

Jul 3, 2024

Date

Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.07.03 07:23:39 -07:00

An *Authorized Signatory's* signature is required only if Pre-existing Creations or *Pre-existing Agreements* or *Arrangements* are listed pursuant to Paragraphs 2 and 11 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment made in light of Paragraph 2 that Pre-existing *Creations*, if any, are described and explained in sufficient detail so that the likelihood of confusion between the employee's *Pre-existing Creations* and the Intellectual *Property* of a *Deloitte Entity* can be avoided or minimized in the future and further indicates that the*Pre-existing Agreements* or *Arrangements* have been obtained and reviewed and that the *Authorized Signatory* is satisfied that such *Pre-existing Agreements* or *Arrangements* will not interfere with the employee's ability to comply with the requirements of this Employment Agreement.

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EXHIBIT C

Proceedings

[none, unless otherwise specified]

Yes, I do have *Proceedings* to report

No, I do not have *Proceedings* to report

My signature below certifies that to the best of my knowledge, the information I have provided above, pursuant to Paragraph 3, is complete and accurate.

_____	Sakshi Chauhan _____	_____
Signature	Name	Date

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EXHIBIT D

Exceptions to Post-*Employment* Restrictions: re: Clients

[none, unless otherwise specified]

As specified in Paragraph 13, I agree that after a period of three (3) years from my start date or the date of my employment, as the case may be, the Employer will have invested sufficient time, financial support and effort in developing and serving the clients listed on Exhibit D to support the application of the obligations of Paragraph 12 to those clients.

Yes, I do have
Post-*Employment* Restrictions
re: Clients

No, I do not have
Post-*Employment* Restrictions
re: Clients

Name of Client	Specified Kind of Services(s) Permitted

ACCEPTED AND AGREED TO:

_____

Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited

DocuSigned by:
Pooja Madnani
FC36FB96157A491...

Pooja Madnani

Talent

Its: Authorized Signatory

Jul 3, 2024
_____
Date

I have read and understood the above policy terms.

Sakshi Chauhan

_____	_____	_____
Signature	Name	Date



Sealed By: DS DELOITTE CONSULTING INDIA PRIVATE LIMITED 10
Sealed Time: 2024.07.03 07:23:39 -07:00

An *Authorized Signatory's* signature is required only if information is provided pursuant to Paragraph 13 of this Employment Agreement. The signature of an *Authorized Signatory* indicates his or her judgment that criteria in Paragraph 13 have been fully satisfied, the clients listed have been properly identified, and the kinds of services permitted have been described with sufficient specificity.

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Terms and Conditions of Service

In continuation to our offer of employment with **Deloitte & Touche Assurance and Enterprise Risk Services India Private Limited** (the "Employer"), please note the terms and conditions of service.

The italicized terms in these Terms and Conditions of Service are defined in **Exhibit A** of the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement hereto.

Terms of Service

1. COMPLIANCE WITH INDEPENDENCE, ETHICS AND OTHER REQUIREMENTS

Deloitte & Touche LLP performs attest services for certain of its clients and is subject to the independence requirements of, among others, the United States Securities and Exchange Commission (SEC), the United States Public Company Accounting Oversight Board (PCAOB), and the American Institute of Certified Public Accountants (AICPA). These requirements mandate that certain of the Employer's employees and their relatives be independent of some or all of such attest clients and their affiliates in accordance with the policies of Deloitte LLP and its subsidiaries (the "Deloitte US Entities").

Upon joining the Employer, you will be asked to review a listing of the attest clients and the affiliates of such clients of certain of the Deloitte US Entities and disclose relationships or financial holdings that you or your relatives may have that could affect the independence of the Deloitte US Entities. Any relationships or holdings that conflict with, among other things, the requirements of the SEC, the PCAOB or the AICPA or the independence or ethics policies of the Deloitte US Entities will need to be resolved immediately. Further, you will be required to comply with these policies throughout your career with the Employer, including, when applicable, maintaining a current list of certain of your financial interests (but not their value) in the independence tracking system.

As a condition to your joining the Employer and continued employment, you are required to complete a representation regarding your understanding of, and compliance with, independence and other matters, on a periodical basis (as requested beginning on or prior to the date of you joining the Employer, annually thereafter, and upon certain changes in your role in the Employer), the details of which are provided in the independence representation. An example copy of this representation form is available for your reference on www.deloittenet.com. The representation should be made to the best of your knowledge and ability. It is your responsibility to consult on any matter should you be uncertain or have a question. You are also requested to refer to www.deloittenet.com and *Independence* for more information in this respect. The representations made by you will be subject to an audit and may be reviewed by Deloitte LLP representatives and shared with certain third parties. If you are selected for such an audit, you will need to submit certain personal financial records to Deloitte LLP's internal audit team. Please be assured that Deloitte LLP fully intends to keep all information obtained through the audit process confidential and secure. You hereby give your consent to Deloitte LLP to use the information provided by you for such purposes as provided in the policies regarding independence and ethics.

In the event you (i) do not cooperate or comply with the independence requirements, or (ii) do not complete the necessary representations, or (iii) make inaccurate representation(s); you may be subject to disciplinary action including and up to termination of employment with the Employer.

Please feel free to contact or consult *Independence* should you require any further information or if you have any specific concerns in this respect.

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2. NON DISCLOSURE, NON SOLICIT AND INTELLECTUAL PROPERTY RIGHTS ASSIGNMENT AGREEMENT ("Employment Agreement")

You will be expected to sign the Employer's Employment Agreement. Please contact Talent for further details.

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3. HARRASSMENT POLICY

Administrative Policy Release ("APR") 213 is the Employer's policy prohibiting harassment. Deloitte LLP's subsidiaries located in India ("Deloitte India (Offices of the US)") are committed to providing a working environment that is free from harassment based on caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis, in accordance with applicable Indian central, state or local law. Expressly forbidden are unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Depending on the circumstances, such harassment may also include conduct such as stereotyped or demeaning remarks or gestures or the display or circulation, whether in writing or electronically, of materials or pictures offensive to persons because of their caste, place of birth, race, religion, creed, color, citizenship, national origin, age, sex, gender, sexual orientation, marital status, disability, genetic information or any legally protected basis in accordance with applicable Indian central, state or local law. The full policy will be accessible to you on DeloitteNet after joining Deloitte U.S. India.

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4. WORKING HOURS, HOLIDAYS, LEAVES AND MATERNITY BENEFITS

You will be provided with your standard working hours, which may vary over the course of your career. The Employer may, from time to time, subject to applicable laws, require the employee to work beyond these hours.

You shall be entitled to paid holidays and leave as per the Employer's policies.

Women employees are eligible for maternity benefits as per the recent amendments (2017) in the maternity benefit act, 1961, including having 26 weeks of maternity leave with pay, as applicable.

5. RETIREMENT AGE

The age of retirement for employees of Deloitte India (Offices of the US) is 60 years. Your employment will therefore automatically terminate at the end of the month in which you attain 60 years.

6. TRANSFERS

You may be transferred, assigned, or asked to attend training at the offices of a Deloitte Entity or its clients or third parties in India or abroad with or without additional compensation. In such an event, you will also be governed by the terms and conditions of service applicable to the transfer, assignment, or training.

7. NOTICE PERIOD FOR TERMINATION OF SERVICES

The notice period for termination of your services is **30 Days** during probation and **60 Days** upon successful completion of the probation period by either side and/or salary in lieu of notice period on part of the Employer only.

The Employer expects all employees to maintain the highest standards of professional conduct at all times.

In order to assure orderly operations and provide the best possible work environment, the Employer expects you to follow rules of conduct that will protect the interests and safety of all personnel, including but not limited to the Code of Ethics and Professional Conduct.

In the event of any breach of the Code of Ethics and Professional Conduct, non-performance of a contractual obligation or the terms and conditions laid down in this Annexure, or if you engage in any misconduct whether or not in connection with or affecting the business or affairs of the Employer or the work conduct, as specified by Employer, you will be subject to disciplinary action up to and including termination of your services/ employment with the Employer without any notice or payment in lieu of notice notwithstanding any other terms and conditions stipulated herein.

8. MISCONDUCT

Misconduct may include but is not limited to:

- Irregular attendance: repeated or excessive absence, tardiness or early departures/ late comings without approval.
- Unreported or unapproved absence (including overstay of leave) for more than five consecutive days or deviation from assigned and accepted schedule for more than five days.
- Falsification or manipulation in background verification process or employment records, employment information, or other records prior to or after joining the Employer.
- Falsification or manipulation of Deloitte Time & Expense (DTE).
- Knowingly providing false statements, either verbally or in written form.
- Neglect of normal duties and functions.
- Practices such as reading personal materials during working time, having obscene or inappropriate posters or screen savers at your work station, playing games at your work station, etc.
- Continued discharge of work functions that do not meet the standards reasonably expected.
- Breach of the confidentiality provision in the Non-Disclosure, Non-Solicit and Intellectual Property Rights Assignment Agreement including disclosing to any unauthorized person any *Confidential Information* or *PII*.
- Willful insubordination or disobedience, whether or not in combination with another, of any lawful and reasonable instructions of any member of management or any authorised person.

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- Engaging in unapproved outside employment and activities as defined in APR 218 (US & IND) (https://deloittenet.deloitte.com/About/Policies/Admin/Pages/218_OutsideEmploymentActivities_US.aspx).
- Installing, downloading, copying or duplicating any unauthorized or unlicensed software, programs, games, or attachments on any computer system of the Employer or of any *Deloitte Entity* or its clients.
- Engaging in any illegal activities.
- Workplace violence, including threats of physical violence.
- Corporate credit card delinquencies.
- Causing damage to the property of the Employer, any *Deloitte Entity*, its clients, or their respective personnel
- Going on or abetting a strike in contravention of any law.
- Theft of any property belonging to another, the Employer or any *Deloitte Entity*, or their respective personnel, clients, or visitors
- Possession of firearms, explosives, knives or any instruments that can be used as an injurious or deadly weapon in the workplace or at any *Deloitte Entity* sponsored event.
- Corruption, fraud, or misappropriation of funds.
- Failure to comply with the policies, guidelines, rules and regulations of the Employer or a *Deloitte Entity* as applicable.
- Excessive personal use of the Employer's telephone, fax or computer systems.
- Failure to adhere to applicable laws.
- Any act prejudicial to or in conflict with the interests of the Employer or a *Deloitte Entity*.

The above terms and conditions are based on, and should be read in conjunction with, the Employer's policies, guidelines, procedures and other rules currently applicable, including but not limited to Administrative Policy Releases (APRs) and Deloitte India (Offices of the US)'s other policies, guidelines, rules, and regulations. The above rules are subject to amendments from time to time and the amended rules, policies, procedures, and guidelines would be posted on the Employer's Intranet site i.e. https://deloittenet.deloitte.com/Pages/Home.aspx for employee reference. The policies will be updated from time to time in the future and we deem to have your consent to any and all such changes. Furthermore, upon acceptance of employment with the Employer, you may be requested to read and acknowledge acceptance of various policies and guidelines of the Employer. It is expected that you will read and acknowledge all such communications.

Effective as of **August 5, 2024**, I accept all the terms and conditions of the Employer as stipulated in these Terms and Conditions of Service.

	Sakshi Chauhan
_____	_____
Signature	Name

July 17th, 2024
Somansh Singh

Re: Appointment Letter – "Annexure – A"

Dear Somansh

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **17th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

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

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Somansh Singh

Date: 17th July'2024

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

July 17th, 2024
Divij Verma

Re: Appointment Letter – "Annexure – A"

Dear Divij

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **17th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

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

20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Divij Verma

Date: 17th July'2024

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

July 17th, 2024
Alekh Tiwari

Re: Appointment Letter – "Annexure – A"

Dear Alekh

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **17th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
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Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Alekh Tiwari

Date: 17th July'2024

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

Date – May 22nd ,2024

Mebin T Saji,

OFFER OF EMPLOYMENT

Dear Mebin,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovations or other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that was procured in the previous employment of the employee or that the company is otherwise not entitled to use is not used in any manner whatsoever.

13. **TERMINATION / NOTICE PERIOD:**

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

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pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

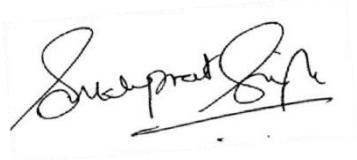
c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

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d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Mebin T Saji

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

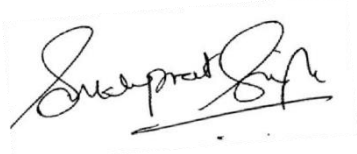
Compensation Structure		
Name	Mebin T Saji	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Mebin T Saji

.

July 15th, 2024
Tanya Bajaj

Re: Appointment Letter – "Annexure – A"

Dear Tanya Bajaj

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **15th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

8. In the event of your leaving employment and if you have taken holiday more than your entitlement you will be required to repay the Company on pro-rata basis, which will normally be by deduction from your final month's salary
9. If you are unable to work because of sickness or for any other reason you should telephone/ email your reporting manager in the first instance as soon as possible on the first day of absence and you should keep him/her updated thereafter. If your absence is for more than three days, you will be required to submit a doctor's medical certificate. Failure to provide appropriate sickness documentation or to notifyyour reporting Manager of your absence may result in payment not being made for the days you were absent.
10. You will be employed initially on a **six (6) months probationary period**. During this period your employment may be terminated with one week's notice by the Company. On satisfactory completion of your probationary period, your **notice from the Company will be one month** and in the event of you terminating your contract, you will be required to give one-month notice.
11. The Company reserves the right to dismiss you without notice in the event of gross misconduct.
12. The Company reserves the right to alter / modify working hours, leave, facilities / amenities within the statutory limits.
13. During your employment with the company, you will, always, observe secrecy in respect of any technical, trade or business documents, customers names/business details or any other information that might come to your knowledge or possession, which according to the company/ client are necessarily confidential and form valuable property of the company/client. You shall not discuss nor cause the discussions of any such data in any manner whatsoever. You will also be always responsible for the protection and furtherance of the company's and the client's best interest, including after you cease to be on the company's role. In addition, in the event of your leaving the companies services, you are expected not to take up employment or enter any type of business/commercial association with any of the company's client or their associates for a period of two year from the date of employment. You are to treat as strictly confidential the affairs of the Company and its customers and / or any information that may come to know during your employment with the Company, the divulgence of which to anyone outside the company might prove detrimental to the interests of the Company in its opinion. Breach of this condition on your part will entitle the Company to immediately terminate your employment.
14. You will be required to sign a non-Disclosure agreement with the Company, which is attached to this letter.
15. The Company reserves the right to terminate your services without any compensation or notice thereof, if you are found to be in moral breach of your responsibilities, or following a code of conduct, not in line with the Company's / client's guidelines and values, or if any information provided by you is at any time, found to be false, or if you are in contravention of the terms of this letter or in the opinion of the Company you have committed any misconduct.
16. You are strictly prohibited from bringing any unauthorized / infringed copies of software on to the office premises, from any external sources or copying software on the system to another which may include any violations of the provisions of the copyrights act.
17. You will devote your full time to work for the Company and shall not undertake any direct / indirect business or work, honorary or remunerative except with the written permission of the company.
18. Upon termination of your employment, you will return to the Company all documents/floppies/ CDs/laptop and any other article and/ or copies thereof belonging to the Company or its clients, which may at the time be in your possession.
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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Tanya Bajaj

Date: 15th July'2024

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

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Preksha Jain,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Date – May 22nd ,2024

Ishfa Saleem,

OFFER OF EMPLOYMENT

Dear Ishfa,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovations or other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that was procured in the previous employment of the employee or that the company is otherwise not entitled to use is not used in any manner whatsoever.

13. **TERMINATION / NOTICE PERIOD:**

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

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pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

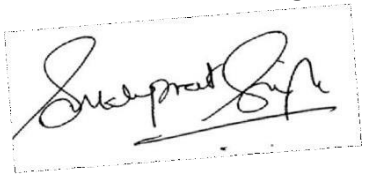
    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

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d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Ishfa Saleem

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

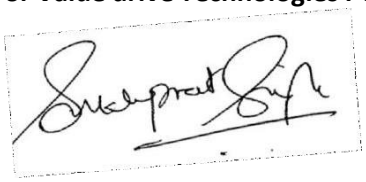
Compensation Structure		
Name	Ishfa Saleem	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Ishfa Saleem

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Date – May 22nd ,2024

Steve Binny Thomas,

OFFER OF EMPLOYMENT

Dear Steve,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD :

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

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pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

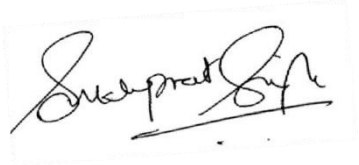
    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

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d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Steve Binny Thomas

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

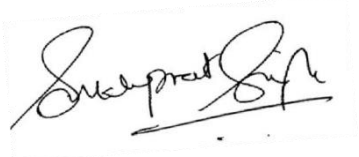
Compensation Structure		
Name	Steve Binny Thomas	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Steve Binny Thomas

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Noida

Date: 03 May 2024

Name: Mohit Yadav

Email id: Mohit.yadav22@gmail.com

Contact Number: +91 8760431055

LETTER OF INTENT FOR EMPLOYMENT

Dear MOHIT,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

September 14, 2023

Kashish Chhabra

New Delhi, Delhi

Offer Letter

Dear Kashish,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Parth Bhatia,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Parth Bhatia

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Naman Yadav

Dear **Naman,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Syed Umar

Dear **Syed,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Arihant Jain,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

July 18th, 2024
Prayas Panda

Re: Appointment Letter – "Annexure – A"

Dear Prayas Panda

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **18th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

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

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

20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Prayas Panda

Date: 18th July'2024

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

Date – May 22nd ,2024

Sameer Chaudhary,

OFFER OF EMPLOYMENT

Dear Sameer,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD:

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

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pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

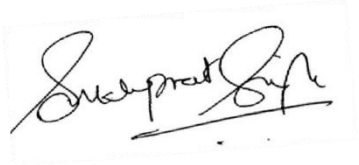
    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

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d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Sameer Chaudhary

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

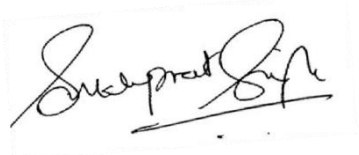
Compensation Structure		
Name	Sameer Chaudhary	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Sameer Chaudhary

.

July 18th, 2024
Riya Punyani

Re: Appointment Letter – "Annexure – A"

Dear Riya Punyani

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **18th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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Email: contact@soukmedia.co **Phone: +91 9873077570** **www.soukmedia.co**

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

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Riya Punyani

Date: 18th July'2024

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

CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Pranjul Malyan

Dear **Pranjul,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

Noida

Date: 03 May 2024

Name: Vaibhav Suri

Email id: Vaibhav 521@gmail.com

Contact Number: +9560895324

LETTER OF INTENT FOR EMPLOYMENT

Dear Vaibhav,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

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Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

July 18th, 2024
Insha Saifi

Re: Appointment Letter – "Annexure – A"

Dear Insha Saifi

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **18th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

3. Please note that your base salary is all inclusive. All amounts are in Indian Rupees and are indicated in annual terms. Additional compensation for individual reimbursement benefits and provisions will be provided separately.

4. Please note that the salary structure of the company may be altered/modified at any time without prior notice and your remuneration package may accordingly be altered, modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the company' rules as well as statutory provisions in force from time to time and subject to deductions of appropriate taxes at source. Please also note that your remunerations package is confidential between you and the company and should not be discussed with anyone

5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

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20. At the time of joining, you are requested to submit copies of you identify proofs [passport, driving license] academic certificates, proof of date of birth [birth certificate or matriculation certificate] and photograph.
21. We look forward to your fruitful association and participation in our company.
22. Please return the duplicate of this letter, duly signed, in token of acceptance of the terms and conditions of employment

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Insha Saifi

Date: 18th July'2024

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

July 18th, 2024
Garima Bellani

Re: Appointment Letter – "Annexure – A"

Dear Garima Bellani

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

1. With effect from the date of reporting for duty you will be employed in the department of **Finance** and will report to your designated reporting manager**.** Your duties will be as directed by the Company from time to time and will require the ability to travel. Commencement date of your employment is taken as **18th July'2024**.

2. The offer consists of an annual base salary of INR **2,40,000** (gross). Detailed break-down of your gross salary is attached in Annexure 1. All applicable taxes and dues will be deducted from your salary. Salary is normally paid at the end of each calendar month. Performance reviews are conducted annually. Based on the company's discretion, your salary may be increased or decreased following a performance review. Your KPIs will be communicated once you start your employment. The decision to change of your salary will be taken by the Company.

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5. You will be based in **Delhi NCR**, and your place of work will be discussed and agreed with your reporting manager. We will ensure that you have the facilities and equipment to perform your duties, and this will be arranged for by **the Company**

6. Your nominal working hours will be **10 am to 6.30 pm** (**Monday to Friday)** with a 30-minute lunch break each day as determined by you. You will be expected to work additional hours or days as required for the execution of your duties

7. The **annual leave** (Vacation) year runs from 1 Jan to 31 Dec, and you are entitled to **12 Legal Holidays annual Leave** per year in addition to **10 Sick Leaves per year.** Your annual leave for 2023 will be based on the pro-rata days worked in the calendar year. Periods of absence such as these should be agreed with your reporting manager to ensure business continuity. Up to 5 days leave may be carried over beyond the end of the leave year, with the approval of your reporting manager.

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

For: Souk Media Private Limited

Authorized Signatory

Mohita Rao
Director

Annexure 1:

Particulars	Description	Annual (INR)	Monthly (INR)
Basic	50% of CTC	₹ 120,000	₹ 10,000
HRA	50% of Basic	₹ 60,000	₹ 5,000
Conveyance	Fixed	₹ 19,200	₹ 1,600
Medical Reimbursement	Fixed	₹ 15,000	₹ 1,250
Other Taxable Allowances	No Limit	₹ 25,800	₹ 2,150
Total		**₹ 2,40,000**	**₹ 20,000**

Employee Acceptance:

I accept the offer on the stipulated terms and conditions.

Signature _____

Name: Garima Bellani

Date: 18th July'2024

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

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Aditya Manchanda,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Dated: 10th February, 2024

Dear Lakshay Nagpal,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Lakshay Nagpal
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

Dear Harshdeep Jha,

Subject: Appointment in the position of Business Development Executive

With reference to your application and the subsequent interview you had with us, we are pleasedto confirm your appointment for the above said position in TechEra Knowledge and Careers Pvt. Ltd. subject to the following terms and conditions. You will be based out of Noida.

AGREEMENT CUM APPOINTMENT LETTER

THIS AGREEMENT is made on the 13th June 2024 between TechEra Knowledge and Careers Pvt Ltd, a company registered under the Companies Act, 1956 (hereinafter called the "company") of the one part and Harshdeep Jha (Hereinafter called the "Employee") of the other part. WHEREAS The company is desirous of appointing Harshdeep Jha as its business development executive and the Employee has agreed to on the terms and conditions outlined here below.

NOW THIS AGREEMENT WITNESSES as follows:

Your monthly salary package will be as per the terms mentioned in this letter. Based on the periodic reviews your compensation package may differ as per the compensation policy applicable to other employees of your category in respective department.
The Employee shall perform such duties and exercise such powers, that may from time to time be assigned to or vested in him by the company.
The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office devote his whole time, attention and abilities to the business of the company.
The Employee shall obey the orders from time to time of the Board of Directors of the company and in all respect conform to and comply with the directions given and regulation made by the Board. He shall well and faithfully serve the company to the best of his abilities and shall make his utmost endeavours to promote interests of the company.
The Employee shall agree to enter a service bond of 3 months till probation. The said Employee shall not resign his office operations till the end of this contract bond period.

The company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The company can terminate your contract any time if you-

Commit any material or persistent breach of any of the provisions contained.

Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

WORKING HOURS:

Your standard working hours will be 10:30 AM to 7:00 PM, Monday through Saturday. In view of your position in the Company, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

DATE OF JOINING:

As per our discussion you will report to the Company on the joining date is 18th of June 2024 as a Business Development Executive – Trainee

PROBATION AND TRAINING PERIOD:

You shall be on Training Period for 3 months/ until graduation (if under graduation). You shall be on probation for your Training period from the date of joining the Company. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. The company reserves the right to terminate the tenure of the job up on performance or behavioral grounds.
During the probationary period for matters related to discipline or performance, the Company reserves the right to take action in accordance to the policy of the company. The salary during the months of probation will solely be dependent on performance with no fixed salary being provided.

LEAVE:

You will be entitled to a total leave of 12 sick leaves in a year where not more than one day of leave can be redeemed per month and 12 paid leaves in a year which can be redeemed based on your performance and time period with the company. All National Holidays will be holidays for all employees.
The Company reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

NOTICE PERIOD AND TERMINATION:

a). During the Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
In case the termination is initiated by you, a notice period of 3 Months is applicable failing which The Company reserves the right to recover from you, upto 3 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract
After confirmation of your service at the Company, the contract of employment is terminable by the Company. If the termination is initiated by you, The Company reserves the right to recover from you, upto 03 month's salary which is based on annual fixed compensation, in lieu of breaking the service bond contract which is established for a period of 03 months, subject to the release date being approved by the Company.
If termination is initiated by you, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty upto the equivalent of 03 month's salary. The company also reserves the right to legally prosecute the employee in the case of breach of contract.

The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Company's policy and local laws) or (iii) other act that threatens or likely to damage Company's reputation or any misconduct or breach of terms and conditions outlined in this contract of employment including the Company's policies. Any activity leading to loss of business

The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

BASKET OF ALLOWANCES (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance.
You have the flexibility of changing the amounts under each of the above-mentioned heads, within your BOA, according to your preferences and income tax plan.

NON-DISCLOSURE AGREEMENT

During your employment, you may have access to trade secrets or confidential business information belonging to the Company (including, but not limited to "source code", "graphical assets", "source repositories", "technical documentation", "development binaries", "company internet accounts", etc.). By accepting this offer, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside the Company. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Company, all of its property, equipment, and documents, including but not limited to electronically stored information. You agree to hereby indefinitely assign ownership of any intellectual property rights and copyrights to the Company for any and all work that is done as part of your employment with the Company.

NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 3 (three) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause.

EARNINGS

You shall be joining as a Business Development Executive Trainee for the duration of 3 months. Where your salary would be 8K to 15K fixed. After the Training Period, based on your performance the company has the right to uphold or withdraw your employment offer. Upon confirmation of employment you'd be promoted to the position of Business Development Executive thereafter.
You will be remunerated fixed 22,000 INR as your base salary after your training period. Refer below for the split up.
The targets shall change every month and will be communicated in the beginning of the month by your Team Leader and it's under his/her sole discretion every month.

Name	DOJ	Designation
Harshdeep Jha	18-06-24	Business Development Executive

Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based bonus	upto 8,000	Upto 96,000
Fixed compensation	22,000	2,64,000
Cost to Company (CTC)		3,00,000 - 3,60,000

We hope you have a great learning experience with us and grow in the process of this role. Thank you.



Ravindra Singh Rajawat Chief Executive Officer
TechEra Knowledge and Careers Pvt Ltd Authorized Signatory

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

Signed:
Name: Harshdeep Jha

_____

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Tejas Bhadana,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)

Tejas Bhadana

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Harsh Prabhakar,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

December 13, 2023

To,
Oshal

Dear Oshal,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Oshal**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

Noida

Date: 03 May 2024

Name: Stuti Singh

Email id: stuti75@gmail.com

Contact Number: +9572345815

LETTER OF INTENT FOR EMPLOYMENT

Dear Stuti,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

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Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

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CAMPUS GROUP EDUCATION (INDIA) PRIVATE LIMITED

OFFER OF EMPLOYMENT

DATED: **11th April 2024**

TO: Mr. Aryan Kapoor

Dear **Aryan,**

It is with great pleasure that I am able to offer you a position at Campus Group Education (India) Private Limited as ***Admissions Officer***. Your joining date shall be on 18th April 2024.

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

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

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

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

SIGNED for and on behalf of:

The Employer .....

P.P.(Signature)

SUMIT AGGARWAL, Chief Executive Officer & Managing Director

The Employee .....

(Signature)

....

(Name)

....

(Date and Place)

Noida

Date: 03 May 2024

Name: Sparsh Gulati

Email id: sparshgulati95@gmail.com

Contact Number: +9978895320

LETTER OF INTENT FOR EMPLOYMENT

Dear Sparsh,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

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Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

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Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Khushboo Arora,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

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Sub: Letter of Intent

Dear Sanchit Kumar,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	**:**	Udyog Vihar**,** Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Date: 19th March 2024

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Sub: Letter of Intent

Dear Yash Thakur,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	**:**	Udyog Vihar**,** Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Date – May 22nd ,2024

Shashvat Sharma,

OFFER OF EMPLOYMENT

Dear Shashvat,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD:

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

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pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

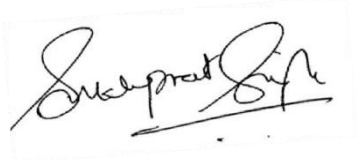
    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

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d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

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Signature and Date
Shashvat Sharma

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

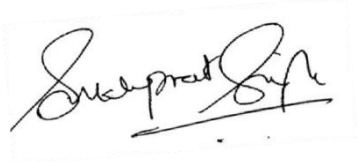
Compensation Structure		
Name	Shashvat Sharma	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Shashvat Sharma

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HR TAD/B/PR-45326/OFP-243/2024-25 22nd August 2024

Hearty Welcome!

Dear Garvit Batra,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at **postings@federalbank.co.in**.

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role.

Yours Sincerely,



Sabeena Shaji A
Vice President (HR)

To

Mr. Garvit Batra
1585
sector 14
Sonipat
Haryana

Offer of appointment to Mr. Garvit Batra as Customer Service Associate.

You have been selected for appointment in the Bank as Customer Service Associate on the basis of your performance in the campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Chandigarh** situated at Sco 139-140, Sector 8 C, Madhya Marg, Chandigarh-160 009. You will have to join Branch/Office: Chandigarh on 10/09/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 02/09/2024 before 09.00 a.m., for a six-day orientation programme from 02/09/2024 to 07/09/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 07/09/2024 at 06.00 p.m, you will have to report for duty on 10/09/2024 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Academy of Career Excellence (FACE) from 01/09/2024 onwards. The offer of appointment will be valid only up to 02/09/2024.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Customer Service Associate has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 24050 – 1340/3 – 28070 – 1650/3 – 33020– 2000/4 – 41020 – 2340/7 – 57400 – 4400/1 – 61800 – 2680/1 – 64480as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Customer Service Associate at Aluva initially would be as follows.

Particulars	**Amount (Rs.)**
Basic Pay	26730.00
Special Allowance	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75

Total	45876.15

* Basic pay includes 2 Graduation Increments of ₹ 1340/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, Webinar training/online learning videos and periodic assessments. The detailed learning schedule, passing scores and associated timelines will be intimated in due course by HR-Talent Development & Training Division.

You will be required to complete the requisite learning within the period of your probation. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:https://bit.ly/3dUGJd6). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.

d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.

f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format https://bit.ly/2C2Tzsx) .Hard copy of the documents should be submitted on the joining day.

g. One copy of your latest passport size photograph.

h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).

i. Certificate of completion of pre-induction training programme.

j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Customer Service Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Customer Service Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. For those who pursuing the final year of Graduation degree should complete the course during the academic year 2023-24 and will have to submit the certificates and marklists in proof of having passed the Graduation with 60% of marks (final year/semester examination should be cleared in the first chance itself). The minimum eligibility of 60% (for UG) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks (final year/semester examination should be cleared in the first chance itself) within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing

which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and also from FACE to the place of posting.



Sabeena Shaji A
Vice President (HR)

I, Garvit accept and confirm the above terms and conditions. Place:
Date: 22 August 2024

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	26730.00
Special Allowance BP	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75
Canteen Expenses	1600.00
Newspaper Allowance (1+ ₹ 220)#	475.00
Fixed Conveyance	1700.00
Total	49651.15

after confirmation

Reimbursement of Cost of Petrol / Diesel

Employees who own vehicle in their name and maintain the same for commuting from residence to Branch/Office will be eligible for reimbursement of 26 liters of Petrol/Diesel per month on declaration basis. Those employees who claim reimbursement of cost of Petrol/Diesel will not be eligible for Fixed Conveyance Allowance.

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	2830.00	Yearly
Closing Allowance	1440.00	Yearly
Digital Promotion	1500.00	Yearly
Leave Encashment (Annual)	7646.03	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	48500.00	Lumpsum

*Will vary according to the profit position of the Bank.

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Ryan Bakshi,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

September 13, 2023

Garima Rawat

New Delhi, Delhi

Offer Letter

Dear Garima,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

December 13, 2023

To,
Samit Satija

Dear Samit,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Samit**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regime
Food vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

Date – May 22nd ,2024

Namit Satija,

OFFER OF EMPLOYMENT

Dear Namit,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD :

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during

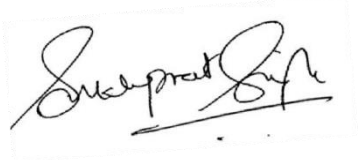
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the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Namit Satija

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

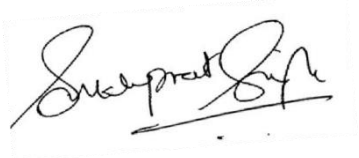
Compensation Structure		
Name	Namit Satija	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Namit Satija

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Date- May 22nd ,2024

Swayam Gupta,

OFFER OF EMPLOYMENT

Dear Swayam,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD:

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during

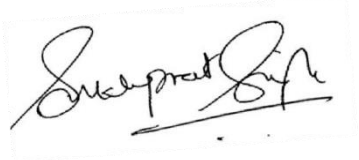
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the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Swayam Gupta

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

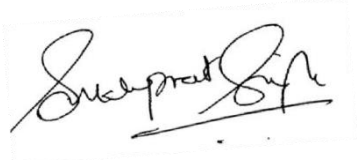
Compensation Structure		
Name	Swayam Gupta	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Swayam Gupta

.

SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

,

Sub: Letter of Intent

Dear Kanika Rawat,

We take pleasure in offering you a career with "**Soft Age Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

Dated: 10th February, 2024

Dear Harshit Rawat,

I am pleased to extend the following offer of employment to you on behalf of **Groto**. You will be joining us as a **Content Marketing Executive** in a **full-time position**. As a brand team member, your role in the organization will be to develop compelling content strategies, create engaging and relevant marketing materials, and enhance our brand presence through strategic content initiatives.

Congratulations!

We believe that your knowledge, skills and experience is surely an ideal fit for our team. We hope you will enjoy your role and make a significant contribution to the overall success of **Groto**.

This offer letter is only valid till **12th February, 2024; 11 AM**. Kindly complete the emailed an e- signable copy of this offer letter shared with you in order to confirm your employment (shared by ***hr@letsgroto.com***)

Please take the time to review our offer. It includes important details about your compensation, benefits and the terms and conditions of your much anticipated employment with **Groto**.

Working hours:

- This is a full-time position with a regular weekly schedule of **Monday to Friday full day** and **Saturday half day.**
- Expected Work from Office hours will be from **10:00AM IST to 6:30PM IST** on all weekdays with an adequate break in between.
- Half days working on Saturdays will be in a work-from-home setting from **10:00AM IST to 2:00PM IST**. Also, **2 (two)** work-from-home days can be utilized during every month.

Compensation:

- Your total annual remuneration for this position would be **INR 3,75,000/-** This CTC is divided into a Fixed Pay (A: INR 3,48,000/- yearly), and Year-End Bonus (C: INR 27,000/-)
- The Year-End Bonus is calculated as per the *Groto Retention Payout Program (GRPP),* and shall be payable after a period of 12 months from your date of joining, not based on any performance parameters *and subject to a 15% increment yearly.*

Annexure 1 contains your updated salary structure.

Joining Date

The official joining date for this offer will be **13th February, 2024 (Tuesday).**

Terms and Conditions

- You're required to complete a **3-month** Probation Period from the mentioned joining date and you'll be assessed on your performance for an employment confirmation once it ends.
- There will be a notice period of **30 days** required from the date of submission of a written resignation letter.
- On onboarding day, you will be obligated to sign a company policy document which states the Terms and Conditions of employment at Groto, immediately effective from your date of joining.

groto

Annexure 1

Salary Structure

GROTO

142, Best Business Park, Netaji Subhash Place, Pitampura, Delhi, 110034

Name: Harshit Rawat
Designation: Content Marketing Executive
Department: Brand Management

Date of Joining:13th Feb, 2024
Effective From: 13th Feb, 2024

Salary Heads	Monthly	Yearly
Basic+DA	14,500	1,74,000
HRA	7,250	87,000
Flexi Pay (Optional)	-	-
Special Allowances	7,250	87,000
Gross (A)	**29,000**	**3,48,000**
PF (Employee) 12%	-	-
ESIC (Employee) 0.75%	-	-
TDS 10%	-	-
EE Benefits (B)	-	-
Net Salary (A-B)	**-**	**-**
PF (Employer) 13%	-	-
ESIC (Employer) 3.25%	-	-
Gratuity 4.81%	-	-
Performance Bonus	-	-
Year-End Bonus	2,250	27,000
ER Benefits (C)	2,250	27,000
CTC (A+C)	**31,250**	**3,75,000**

- Year-End Bonus is payable year on year as per the *Groto Retention Payout Program (GRPP)* unless revised. All the terms and conditions of the program are applicable.
- TDS will be deducted (if applicable) as per income earned and as per savings plan declared by you for the financial Year.
- Performance Bonus (if any) is performance linked & will be payable as per company policy.
- The company will introduce PF, Medical Insurance and Gratuity benefits soon, upon which this structure shall be revised to include those benefits.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with Groto.

Sincerely,

GROTO DESIGN STUDIO NEW DELHI EST 2020

Founder & Director
Harpreet Singh

Noida

Date: 03 May 2024

Name: Daksh Arora

Email id: Arora.Dakshi478@gmail.com

Contact Number: +918826507843

LETTER OF INTENT FOR EMPLOYMENT

Dear DAKSH,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Shivam Saluja,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Date – May 22nd ,2024

Divyesh Balodi,

OFFER OF EMPLOYMENT

Dear Divyesh,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance willcontinue to be evaluated as per the policies laid down. You will be kept on training for initial daysand your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate
10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential information or Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovationsor other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that wasprocured in the previous employment of the employee or that the company is otherwise notentitled to use is not used in any manner whatsoever.

13. TERMINATION / NOTICE PERIOD:

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.
    b. Your services are liable to be terminated without assigning any reason, notice or salary in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete

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notice, you will be required to

pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

    a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

    b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

    c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the

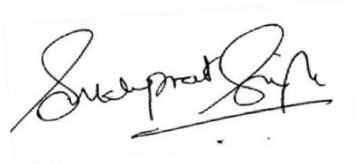
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company or any of its subsidiaries or affiliates at the time of the employee's termination.

d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Divyesh Balodi

.

ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

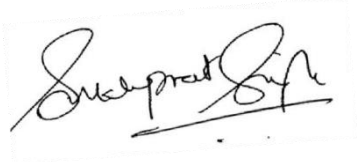
Compensation Structure		
Name	Divyesh Balodi	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Divyesh Balodi

.

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Adesh Kumar Gulati,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

Broomees India Pvt Ltd
Hub & Oak, E-47/3, Basement, Pocket D, Okhla Phase II, Okhla Industrial Estate, New Delhi, Delhi 110020

Date - 03-02-2024

Offer Letter

Dear Keshav Sharma,

Congratulations! We are pleased to confirm that you have been selected to work for **Broomees India Pvt Ltd**. We are delighted to share the following job offer:

The position we are offering you is that of **Relationship Manager** **with an annual CTC of INR 3,60,000.** We would like you to start work on **05-02-2024**. Please reply to this email with the following attachments/soft-copies:

1. Aadhar Card
2. PAN Card
3. Bank Account Details (copy of cancelled cheque)
4. Previous employer's pay-slip/bank statement

Please sign the enclosed copy of this letter and **return it to me by 05-02-2024**.to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of Broomees India Pvt Ltd and look forward to working with you.

sincerely,



Khushboo
HR Manager
Broomees India

Accepted by

(Sign above)
Keshav Sharma

Annexure A

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing. During the period of probation, it is up to the discretion of management to remove the employee without a notice period.

3. Full time employment, leaves and encashment

Your position is a full-time employment with the company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

During your employment, you may take **12 medical leaves/casual leaves per year and 12 paid leaves per year**. In case you do not take paid leaves, you can encash or carry forward those leaves in the next year ONLY. Apart from these 24 annual leaves, (1) national holidays, (2) select gazetted holidays and (3) your own birth-day will also be non-working days for you.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence,

specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon resignation/ termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

+91 9980537840
amisha@corizo.co.in
https://corizo.in
Bengaluru, Karnataka 560068

28th May, 2024

PROBATION OFFER LETTER

Dear **Aadarsh Sharma,**

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

Please find the details of your joining below:

1. **Date of Joining:** 02-07-2024
2. **Designation:** Business Development Associate.
3. **Location:** 3rd floor, VMF2+7FJ Classic Arena, Hosur Rd, AECS Layout - A Block, Singasandra, Bengaluru, Karnataka 560068
4. **Compensation Offered:** Fixed CTC - INR 400,000/- plus a variable CTC of INR 250,000/- which is uncapped as of date.

Probation :

1. You will be under probation for a period of 90 days (3 months) from the date of joining and will be confirmed after a review of your performance during the probationary period.
2. During the period of probation your monthly CTC will be INR 15,000 + incentives upto INR 10,000.

Period of Service: The minimum period of service is three (3) months from the date of enforcement of this offer letter. The minimum period of service is not negotiable. The first ten days will be on job training (OJT) which will be unpaid. Your full-time employment will be subjected to your performance during your 3 months of probation period which may result into confirmation or termination of your employment.

Benefits :
You are eligible for Annual Leave as per the company Leave Policy post your probation.

Notice Period : In case of resignation, a notice of 10 days shall be served, failure of which will lead to non - payment of dues and legal repercussions.

Acceptance and Commencement :
Your appointment will be effective on your Joining Date. If you do not confirm your acceptance per the directions listed below or we are unable to set an alternative date, this offer will be withdrawn.
To confirm your acceptance to the offer, you are required to:

- Respond via email to *amisha@corizo.co.in* to communicate acceptance of the offer.
- Please note, if you do not send your acceptance to the email ID mentioned above within two (2) days of receipt of the offer, the offer will stand withdrawn.

Your employment will be contingent upon you executing an Employee Non-disclosure Agreement with the Company on the Joining Date.

Further, on the Joining Date, please bring
(i) the original and one (1) photocopy of this offer letter duly signed and dated by you,
(ii) four (4) self-photographs of passport size (with white background),
(iii) Graduation certificate- 12th/10th standard or equivalent examination marksheets.
(iii) one (1) set of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back side of the certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, including employee number, where applicable.
- Proof of identity – being your passport, driving license, voter's identification card or aadhaar card.
- PAN Card.

The Company has adopted a BYOD framework so you are required to arrange your own device (laptop /desktop) to carry out the duties on the job.

The offer under this letter is conditional upon satisfactory completion of a preemployment screening process by the Company, which includes, but is not limited to, verification of your application materials, education and employment history, references which are satisfactory to the Company from your previous employer(s) etc. If, after you have started work, the Company is informed that you have not (in our sole discretion) satisfactorily completed pre-employment screening, or if it is found at any time during your employment with the Company that any information furnished by you is incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services with immediate effect.

To indicate your acceptance, please mail the signed and scanned soft copy of the offer letter and the documents as mentioned below to <*amisha@corizo.co.in*> within 2 working days from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Corizo Edutech if we do not receive your acceptance as per the mentioned timeline.

From Corizo Edutech Pvt.Ltd,



SUDAKSHINA DEBORAH MOSES
HR MANAGER

Acceptance of the candidate: I have read and understood the above terms and conditions and I accept this offer, as set-forth above with Corizo Edutech.

Name :

Date :

Signature :

September 13, 2023

Shubh Sharma

New Delhi, Delhi

Offer Letter

Dear Shubh,

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

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

We would like you to start work on September 15, 2023 Please report to HR department, for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to us by to indicate your September 15, 2023 acceptance of this offer.

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

Sincerely,
For Globiva Service Private Limited



Authorised Signatory

HR TAD/B/PR-45326/OFP-243/2024-25 22nd August 2024

Hearty Welcome!

Dear Sanchita Bisht,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at **postings@federalbank.co.in**.

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role.

Yours Sincerely,



Sabeena Shaji A
Vice President (HR)

To

Ms. Sanchita Bisht
G-62A
3rd floor,
Mahavir Enclave
Palam

Offer of appointment to Ms. Sanchita Bisht as Customer Service Associate.

You have been selected for appointment in the Bank as Customer Service Associate on the basis of your performance in the campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Chandigarh** situated at Sco 139-140, Sector 8 C, Madhya Marg, Chandigarh-160 009. You will have to join Branch/Office: Chandigarh on 10/09/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 02/09/2024 before 09.00 a.m., for a six-day orientation programme from 02/09/2024 to 07/09/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 07/09/2024 at 06.00 p.m, you will have to report for duty on 10/09/2024 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Academy of Career Excellence (FACE) from 01/09/2024 onwards. The offer of appointment will be valid only up to 02/09/2024.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Customer Service Associate has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 24050 – 1340/3 – 28070 – 1650/3 – 33020– 2000/4 – 41020 – 2340/7 – 57400 – 4400/1 – 61800 – 2680/1 – 64480as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Customer Service Associate at Aluva initially would be as follows.

Particulars	**Amount (Rs.)**
Basic Pay	26730.00
Special Allowance	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75

Total	45876.15

* Basic pay includes 2 Graduation Increments of ₹ 1340/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, Webinar training/online learning videos and periodic assessments. The detailed learning schedule, passing scores and associated timelines will be intimated in due course by HR-Talent Development & Training Division.

You will be required to complete the requisite learning within the period of your probation. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.

b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:https://bit.ly/3dUGJd6). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.

d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.

f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format https://bit.ly/2C2Tzsx) .Hard copy of the documents should be submitted on the joining day.

g. One copy of your latest passport size photograph.

h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).

i. Certificate of completion of pre-induction training programme.

j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Customer Service Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Customer Service Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. For those who pursuing the final year of Graduation degree should complete the course during the academic year 2023-24 and will have to submit the certificates and marklists in proof of having passed the Graduation with 60% of marks (final year/semester examination should be cleared in the first chance itself). The minimum eligibility of 60% (for UG) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination with required percentage of marks (final year/semester examination should be cleared in the first chance itself) within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing

which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and also from FACE to the place of posting.



Sabeena Shaji A
Vice President (HR)

I, Sanchita accept and confirm the above terms and conditions. Place:
Date: 22 August 2024

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	26730.00
Special Allowance BP	7083.45
Dearness Allowance	6300.95
Transport Allowance	850.00
Special Allowance (Pay)	1970.00
HRA	2941.75
Canteen Expenses	1600.00
Newspaper Allowance (1+ ₹ 220)#	475.00
Fixed Conveyance	1700.00
Total	49651.15

after confirmation

Reimbursement of Cost of Petrol / Diesel

Employees who own vehicle in their name and maintain the same for commuting from residence to Branch/Office will be eligible for reimbursement of 26 liters of Petrol/Diesel per month on declaration basis. Those employees who claim reimbursement of cost of Petrol/Diesel will not be eligible for Fixed Conveyance Allowance.

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	2830.00	Yearly
Closing Allowance	1440.00	Yearly
Digital Promotion	1500.00	Yearly
Leave Encashment (Annual)	7646.03	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	48500.00	Lumpsum

*Will vary according to the profit position of the Bank.

Noida

Date: 03 May 2024

Name: Ansh Chauhan

Email id: chauhansh32@gmail.com

Contact Number: +91 9867431004

LETTER OF INTENT FOR EMPLOYMENT

Dear ANSH,

This is in reference to your interest in Graduate Management Trainee at Big Oh Notation Pvt. Ltd. and subsequent interviews with us.

Congratulations!

We are pleased to extend an offer to you as Graduate Management Trainee at Big Oh Notation Pvt. Ltd. On the following terms and conditions:

Date of Joining	15-05-2024
Reporting into	Madan Mohan
Compensation	Your compensation during the training period shall be 1.92 LPA. However, after successful completion of 4 months of training period it shall be revised upto 4.5 - 5.2 Lakhs per annum (Inclusive of 50,000 Association Bonus).*
Location	A-80, Sector -2, Noida
Work Timings	10:00 a.m. to 7:00 p.m.

*There shall be no salary/stipend payable to the employee during the 1 week of grace/trial period which means that both the parties (employee and the company) shall assess each other and after mutual agrrement further proceed to confirm the employment.

*The revision of compensation will be based on the Interview after successful completion of 4 months of training program and your performance during the training program.

During your appointment with the company, you shall be governed by the policies and rules of the company. Though you have been engaged for a specific position, the company reserves the right to send you on training/deputation/secondment/transfer/assignments to any other project, unit or it's associate companies, subsidies, group or customer locations in India or overseas.

You shall carry your own laptop during your training period and post succesful completion of your training period, the company shall assign you company assets as per the project requirement.

Your compensation details are confidential and you may discuss it only with the HR Department in case of any clarification. Your employment shall be subject to authenticity of the documents submitted by you.

You hereby authorize the company or any external agency hired by the company to verify your documents and other background checks prior to your joining the company or thereafter.

This offer is contingent upon successful completion of the background check and the company reserves the right to end your employment, should the results of your investigation not be successful.

You are required to sign and submit this document, within 24 hours of receiving it.

We are looking forward to a fruitful association with us and are confident that your contribution will help company to grow in India and globally.

For Big Oh Notation Pvt. Ltd.

Vikas Kumar Rustogi

This document contains proprietary information of Big Oh Notation Pvt. Ltd. Unauthorized access, copying and replication are prohibited. This document must not be copied in whole or part by any means, without the written authorization of Big Oh Notation Pvt. Ltd

Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Additionally:

You are required to sign an 18 Months bond with the company and also submit the refundable bank cheque of Rs. 1 Lakh, for security purpose it can be from a zero-balance account too.

Job Responsibilities

The job Description was shared previously on email.

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Please note: Do not reply to this email. This email is sent from an unattended mailbox. Replies will not be read.

Date – May 22nd ,2024

Bhumi Tiwari

OFFER OF EMPLOYMENT

Dear Bhumi,

This has reference to your application for employment and the subsequent interviews with us, the management hereby offers you a position in our organization on the following Terms & Conditions as effective from **23rd May, 2024.**

1. **DESIGNATION: "Sales Analyst"**

2. **REMUNERATION:** Your **Total Compensation Package Yearly (CTC) shall be Indian Rupee 2,43,420/.** This will be your all-inclusive package. Your detailed salary break up will be as listed in **Annexure- I** enclosed herewith. The perquisites applicable to your grade are subject to alteration and amendment, and you will be entitled to the same as per the rules of the company. In accordance with the standard practice of the company, you are expected to keep your remuneration and other terms & conditions of your employment confidential.

3. **PROBATION:** Your employment stands confirmed from the Day 1. However, your performance will continue to be evaluated as per the policies laid down. You will be kept on training for initial days and your further course of employment will be depend on clearing the Training.

4. **WORK SCHEDULE:** You will be required to work as per the established guidelines of the company i.e. Nine (9) hours per day, in some business exigencies you may be required to devote additional support. You shall be offered all applicable leave benefits once you join the company.

5. **PLACE OF POSTING AND TRANSFER**: Your initial place of posting will be at **Gurgaon.** However, during the period of your employment, you are liable to be transferred from one unit / department / branch / place to another unit / department / branch /place as per the requirement / discretion of the management in India or abroad either in existence or which may come in existence hereinafter either at the place of the posting or at any place where the Management may establish/ open its branch/ office/ works later on. Upon such transfer, the rules and regulations of service and terms and condition of employment as applicable to such post or at the place of transfer will become applicable to you.

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6. **COMPANY ASSETS:** You shall undertake and agree that all the company's property, assets, articles and effects or any nature whatsoever which shall come into your possession, in the course of your engagement or otherwise, shall be the absolute property of the company. You shall keep such property or assets in good condition and order and when demand, at any time during your engagement or at the cessation thereof for any cause whatsoever, delivers the same to the company. In the event of your failure to account for such property or assets aforesaid to the satisfaction of the company, the company shall be entitled to deduct from your dues the value of all such properties, or assets as well as to take such other action or proceeding in this regard as the company may deem proper.

7. **RULES AND REGULATIONS:** During your services with the company, your services will be governed by the applicable model standing orders / rules and regulations / office orders / code of conduct and company policies & procedures etc. framed by the company from time to time. In case of violation or breach of any of the rules, regulations, code of conduct, office orders, policies and procedures etc. or found indulged in any misconduct as stated in all above, the appropriate disciplinary action shall be initiated against you in accordance with the applicable legal Acts and laws.

8. **CORRESPONDENCE:** Your address noted above shall be treated as your address for correspondence. You shall keep the management informed with any change in your postal address, otherwise the last address communicated by you to the company or available in the company's record will be deemed as your postal address for the purpose of all communications from the Management. You will not refuse to accept any communication delivered to your hand by hand or through registered post or by courier etc. Such refusal will be considered as misconduct.

9. **SUPERVISION:** You will work under the supervision of such officers as may be declared upon by the Management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentialities, skill and ability. Also, you shall abide by the instructions and directions issued to you from time to time verbally or in writing by your superiors directly or by pasting a notice on the notice board of the Company. In case you have any reservation about obeying any order it will be obligatory upon you to obey the order first and then represent any grievance to your immediate Head. No representation shall however be entertained unless you have carried out the orders given to you.

10. **FITNESS:** Your employment in our company will be subject to your being found and remaining physically and mentally fit and alerts to perform your duties. Your services will be liable to be terminated on being found physically and mentally unfit by the registered medical officer / practitioner nominated by the company at any time, when the management feels it necessary.

11. **RETIREMENT:** You will automatically retire from the services of the company without any notice on your reaching the age of 58 years. The Management reserves the right to retire you from the service at any time if you are found to be medically unfit. The date of your birth communicated by you in the employment form and other proofs submitted in support and admitted by us as correct shall be the basis of calculation of your retirement date from the services of the company.

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12. **INTELLECTUAL PROPERTY:** For the purposes of this appointment letter "**Intellectual Property**" shall include all kinds of intellectual property generally recognized as such under the applicable laws of India and any other country, as the case may be, including inventions and innovations, patentable or not, or works, copyrightable or not. Without prejudice to the generality of the above, Intellectual Property shall, without limitation, include software programs or documentation, manuals, specifications, inventions, processes, drawings, products, services, designs, ideas, formulae, trade secrets, know-how or data of any nature.

    a. The company owns all Intellectual Property that the employee develops or conceives in the course of or arising out of the employment, whether alone or in conjunction with someone else, and whether during or outside working hours: (a) using the company's or any of the company's clients' premises, resources or facilities; (b) in the course of, as a consequence of or in relation to the performance of the duties under this appointment letter; (c) directly or indirectly as a result of the employee's or third parties' access to the confidential information or other Intellectual Property of the company, or company's clients' confidential informationor Intellectual Property; (d) in respect of or associated with any of the company's products or services and any alterations or additions or methods of making, using, marketing, selling or providing these products or services; or (e) relating to other Intellectual Property.

    b. The employee confirms and agrees that all works, innovations, inventions or other Intellectual Property are the sole and absolute property of the company and that the employee has no right, title or interest in the same.

    c. The employee hereby constitutes the company as its irrevocable attorney for the purposes of executing any and all documents necessary to protect the interests of the company and for procuring the full benefits of the provisions of this appointment letter which shall without limitation include: (a) applying to any statutory authority for procuring trademarks, patents, designs, copyrights; or (b) assigning to itself or its nominees all works, inventions, innovations or other Intellectual Property. The company shall, if it deems necessary, be entitled to use the name of the employee for any such purpose.

    d. The employee shall also ensure that Confidential Information or Intellectual Property that was procured in the previous employment of the employee or that the company is otherwise not entitled to use is not used in any manner whatsoever.

13. **TERMINATION / NOTICE PERIOD:**

    a. In case of you remain absent from your duty without prior sanction of leaves continuously for **3 days**, you shall be deemed to have abandoned the services of the Company without any notice to this effect and accordingly you shall be liable to lose your lien on the job.

    b. Your services are liable to be terminated without assigning any reason, notice or salary

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in lieu thereof, in case you are found indulged in any act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees. Your **official notice period will be 30 days.** If you are unable to serve the complete notice, you will be required to

pay the proportionate part of your salary for that part of the notice period that is not fulfilled. Similarly, company can terminate the contract by giving **30 days** of notice or the salary in the lieu of (not applicable if the termination of employment happens due to act causing financial loss, gross misconduct or adversely affecting the goodwill of the company or other employees).

14. **CONFIDENTIALITY:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

15. **STATEMENT OF FACTS:** If during the period of your employment at any time it is found that the information supplied in your application or Bio-data form submitted by you in our company is false, misleading or incorrect wholly or partially, the Management will be at full liberty to terminate your services without giving any notice or payment in lieu of notice.

16. **INDEMNITY:** The employee shall indemnify and hold harmless the company, its affiliates, officers, directors, employees and agents, from and against any and all claims, actions, suits, proceedings, costs, expenses (including court costs and attorney's fees), damages, obligations, including but not limited to alleged breach of a contractual obligation with any prior employer by him or infringement of any intellectual property belonging to previous employer or the employer's client.

17. **CONFLICT OF INTEREST / CO-EMPLOYMENT**:

a. Your appointment in the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work, business or profession for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholders or debenture holders of parent companies) in any other trade or business during your employment with the company, without written permission from the Company.

b. You shall not render your services (whether as an employee/advisor/consultant or in whatever form) to a competitor company or its agents, associates and group companies, for a period of twelve months from the date of cessation of your services with the organization.

c. You will not, either during the employment and for a period of twelve (12) months following the termination of the employment for any reason including resignation, directly or indirectly contact or solicit any customers/employee/advisor/consultant of the company or any of its subsidiaries or affiliates with whom he/she has dealt during

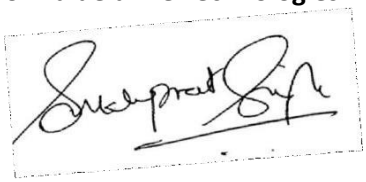
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the eighteen (18) months prior to the termination, for the purpose of selling to those customers/employee/advisor/consultant any products or services which are the same as or substantially similar to, or in competition with, the products or services sold by the company or any of its subsidiaries or affiliates at the time of the employee's termination.

d. You agree to not, directly or indirectly, during the course of employment or for a period of one (1) year thereafter, solicit or aid third parties to solicit any employee or consultant of company to leave their employment or engagement with company in order to accept employment of any kind with any other person, including, but not limited to, any firm, company, partnership or corporation.

18. **Miscellaneous:** In accordance with the standard practice of the company, the company reserves the right to change or amend above Terms and Conditions on formulation of new policies and procedures. You also agree to follow and abide by all company policies and procedures.

Yours Sincerely,
For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu
AVP – Human Resources

I have read the above contents and accept them.

_____
Signature and Date
Bhumi Tiwari

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ANNEXURE I

Compensation Details

Total Annual CTC: INR 2,43,420 (Indian Rupees Two lacs and forty-three thousand and four twenty)

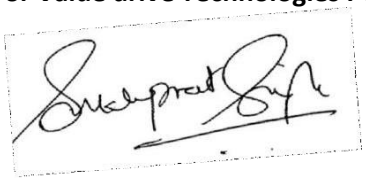
Compensation Structure		
Name	Bhumi Tiwari	
Designation	Sales Analyst	
DOJ	23rd May, 2024	
Particulars	**Per month**	**Per Annum**
Basic	10413	121716
HRA	5072	60858
Special Allowance	2925	35100
Advance Statutory Bonus	2146	25752
Total Cost to Company	**20,285**	**2,43,420**
Provident Fund- Employee Contribution	1568	18816
Provident Fund- Employer Contribution	1568	18816
ESI	124	1491
LWF	25	300
Take Home Salary	**17,000**	**2,04,003**

Payment of perquisites, allowances and reimbursements shall be subject to provisions of Income Tax as per Government of India, as applicable.

CONGRATULATIONS AND WELCOME TO SPINNY FAMILY

Yours Sincerely,

For Value drive Technologies Pvt. Ltd.



Sukhpreet Swaran Sandhu

AVP – Human Resources

I have read the above contents and accept them.

_____

Signature and Date

Bhumi Tiwari

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SoftAge

DIGITAL TRANSFORMATION FOR TOMORROW

ISO/IEC 27001:2013 Certified Company

Date: 19th March 2024

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Sub: Letter of Intent

Dear Harsh Goyal,

We take pleasure in offering you a career with "**SoftAge Information Technology**", as a **Content Writer** at our Gurugram Office. Your will be paid of INR **4, 50,000**/- (In words Four Lakhs Fifty Thousand Only) per annum.

Role	:	Content Writer
Date of Joining	:	10th April, 2024
Place of Posting	:	Udyog Vihar, Gurugram (Haryana)

On your joining date (i.e**. 10th April 2024**), you will be required to submit the following documents to the HR Department.

1. Photocopy of Educational certificates
2. Work Experience certificate of your previous organization, if any
3. Salary Slips and Bank Statement of last 3 months, if any
4. Relieving Letter from your previous organization, if any
5. Photocopy of Driving license/PAN Card/Election ID Card
6. Photocopy a copy of Aadhar Card is mandatory
7. Photocopy of Passport or Police Verification Certificate
8. Photocopy of front page of Bank pass Book
9. Two Colored Passport size photographs

You are required to report on the above-mentioned joining date at 9:00 AM. Failing which, this offer will stand automatically withdrawn.

Additionally, the initial 15 days of your employment at SoftAge, your performance will be assessed. If your performance is not satisfactory, we reserve the right to terminate your employment without prior notice.

Kindly sign the duplicate copy as an acceptance of this offer letter.

We wish you all the best in your career with our Company. We look forward to your joining in our team for a long and successful association.

For SoftAge Information Technology Limited

Authorized Signatory

December 13, 2023

To,
Vaibhav Mendiratta

Dear Vaibhav,

RE: APPOINTMENT as Lease Administration Analyst

We are pleased to offer you employment with Jones Lang LaSalle Property Consultants (India) Pvt. Ltd. ("Company"), on the terms and conditions of this offer letter.

Position

You will be appointed to the position of **Lease Administration Analyst** in the **Business Support Band** at **Level 2** within **JLL Business Services**. You will have a direct reporting to the **Team Lead**.

Although you have been selected initially for the **JLL Business Services**, your services may be utilized by JLL in any other department, according to the needs of the business.

JLL, reserves the right, to make reasonable changes to any of your terms of employment, which will be communicated to you in writing.

Date of Commencement

Your date of commencement is **Dec 15, 2023** or earlier as agreed. You will initially base yourself out of **Gurgaon**. You will berequired to travel/ relocate from time to time within India and abroad, as the Company requires.

Remuneration

You will be entitled to a base salary of **INR 330,000/- (Indian Rupees Three Lakh Thirty Thousand Only)** per annum. In addition to above mentioned base salary, you will be eligible for an annual discretionary bonus as per the company policy. The said discretionary bonus, determined solely on the JLL's decision, will be paid on prorated basis according to the number of months employed with the JLL in the concerned calendar year.

Your performance will be measured annually to culminate in a decision so as to measure the quantum of bonus and change of role and responsibilities. The final decision to execute these recommendations rests with the management.

You will not be entitled to annual discretionary bonus if you are not on the rolls of the company on the date when the said annual discretionary bonus is disbursed by the JLL.

You will be responsible for payment of your personal income tax as per applicable Indian tax laws.

JLL will be entitled to, at any time during your employment or in the event of termination, to deduct from your salary any monies due to JLL including but not limited to loans or advances.

Name	**Vaibhav**
Designation	**Lease Administration Analyst**
Department	**JLL Business Services**
Location	**Gurgaon**
Effective Date	**Dec 15, 2023**

Pay Components	Per Month (INR)	Per Annum (INR)
Basic Pay	15,000	180,000
House Rent Allowance *	7,500	90,000
Statutory Bonus	3,000	36,000
Special Allowance	200	2,400
Gross Salary (Cash Components) (A)	**25,700**	**308,400**
Company contribution to Provident Fund (PF)	1,800	21,600
Other Benefits (B)	**1,800**	**21,600**
Base Salary (A+B)	**27,500**	**330,000**

**Employer's contribution to PF
*HRA & LTA are exempt from income-tax under old tax regime subject to submission of bills and are taxable under new tax regimeFood vouchers are exempt from income-tax under old tax regime and are taxable under new tax regime

Note: All figures mentioned in the document are in INR

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NTT DATA Information Processing Services Private Limited
Plot No. 178, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

16-February-2024

Aakash Sharma
JIMS Kalakji
13790461535990

Dear Aakash Sharma,

With reference to your application and the subsequent discussion(s) that we had, we are pleased to offer you Finance & Accounting Senior Representative with NTT DATA Information Processing Services Private Limited (hereinafter referred to as "the Company or NTT DATA Services") subject to below terms and condition. Please note that your continuing employment with the Company is subject to your completing the training as given below.

Please note that this intent to offer does not give you employee status with the Company and expresses only our intent to enter into a definitive employment agreement, subject to the completion of all hiring formalities and procedures. This document does not confer any rights or obligations upon you and Company, and as such does not constitute any contractually binding relationship between you and Company. Your appointment as **Finance & Accounting Senior Representative** in **Grade 3** comes into effect only after completing the joining formalities with the Company and subject to the below Terms and Conditions. This document does not confer you or the Company with any rights or obligations.

Upon joining the Company, you will be undergoing a training program anywhere in India and at the end of which, you will be evaluated. Company shall determine as necessary, the period of training on the basis of your performance during the training period. Please note that the duration of the training period shall depend on our evaluation of your skill, project, domain, etc. during the evaluation tests conducted by the Company. The discretion with respect to determining the duration of training period shall vest solely with the Company. On your start date, please bring the documents as per Annexure A.

Please note that the continuation of employment thereof is subject to successful completion of your:

Qualifying exams with maximum of 2 arrears during the entire course, no pending arrears on completion of course and having minimum of 60% aggregate.

Induction training on joining the Company with a minimum score of 80% in the final evaluation on completion of the training.

Probation period of six (6) months from the date of joining.

Your confirmation is subject to evaluation of performance, which will happen subsequent to completion of the probation period. Your services will be confirmed, extended or terminated in writing. Till such letter is issued, you will continue to be on probation.

Your total compensation inclusive of all benefits will be **Rs. 2,70,500/-** during probation and on confirmation and the same will be subject to a deduction of tax at source in accordance with the prevailing laws. The retirement age is 62 years. This contract of employment can be terminated by either party by giving a notice period of 30 days for employees on probation and 60 days for employees who have been confirmed in your Salary Grade. Either party is not bound to give any reasons thereof.

A formal letter communicating your location (anywhere in India and can include Company's affiliate offices across India) and date of joining will be sent to you at a later period. We will endeavor to give you adequate notice so that you can make necessary arrangements and travel plan. At the time of joining, you are requested to submit the documents as per Annexure A. You shall be on the rolls of companies establishment at Gurgaon and this offer shall be subject to jurisdiction of Bangalore, Karnataka. This is an intent of offer. On your acceptance, a detailed formal letter of appointment will be issued to you at the time of joining.

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Plot No. 178, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

Please note upon completion of merger you will be employed by the surviving entity viz., IPS and by signing this letter you have accepted and agreed to be bound by the terms and conditions of this trainee engagement letter and any other changes/amendments that may be required due to the merger.

Annexure A

At the time of joining, you are requested to bring the following documents in **Original** along with two copies of each. The original certificates are required for verification only and will be returned the same day.

1. Certificates & mark sheets supporting your educational qualifications:
    a. Xth Certificate and mark sheet
    b. XIIth Certificate and mark sheet
    c. Degree Certificate/Provisional Certificate and individual semester mark sheets, consolidated mark sheets, course completion certificate (for each graduation / post graduation)
2. Three copies of your recent Passport size color photograph (white background)
3. Copy of NTT DATA Information Processing Services Private Limited offer letter and completed pre-employment form
4. You are required to carry your passport at the time of joining

For any further clarification you can mail to Campus.Connect@nttdata.com.

If any declaration given or furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable to be removed from the service without any notice.

Yours sincerely,
FOR NTT DATA INFORMATION PROCESSING SERVICES PRIVATE LIMITED

DocuSigned by:
Urmimala Sarkar
DD4D480B41314B9...

URMIMALA SARKAR
DIRECTOR – TALENT ACQUISITION

We request you to please read and sign the enclosed copy of this letter and return it by ***17-February-2024*** to indicate your acceptance of this Offer. I agree & accept employment on the terms and conditions mentioned in this letter.

Signature: DocuSigned by: Aakash Sharma 4D02E7D064F2432...

Aakash Sharma

Date: ***16-February-2024***

DocuSign Envelope ID: 289431D0-CB74-4460-97C7-18466A1DF83C

NTT DATA Information Processing Services Private Limited
Plot No. 178, EPIP Phase II, Whitefield Industrial Area
Bangalore 560 066 India
Tel: +91.80.3342.6000

DECLARATION

I, ***Aakash Sharma*** S/o, D/O, W/O Rakesh Sharma, having permanent address at House NO.61/D Gali No.27 Molarband Extension, Badarpur, South East Delhi, 110044 do hereby acknowledge, represent and confirm to NTT DATA Information Processing Services Private Limited, (hereinafter referred to as "the Company", which expression shall unless it be repugnant to the context or meaning thereof, deemed to mean and include its successors, affiliates, sister concerns and assigns) that my offer will be subject to:

1. My willingness to relocate to any of the any of the locations of the Company. I agree that the Company reserves the right to depute / transfer my services to any other location/ centres of the Company/ client location/ Group Company in consistence with the Company's business/ project requirement and interests. In case I fail to accept such deputation or transfer, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

2. My willingness to work in any of the shifts (i.e. either day or night shifts). I agree that the Company reserves the right to depute me to work in any of the shifts in consistence with the Company's business/ project requirement and interests. In case I refuse to work in any of the shifts as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

3. My willingness to work in any kind of technology/ project. I agree that the Company reserves the right to depute me to work on any kind of technology/ projects in consistence with the Company's business/ project requirement and interests. In case I refuse to work on any kind of technology/ projects as required by the Company, the Company at its sole discretion reserves the right to initiate appropriate actions in accordance with the Company policy.

I, do hereby verify and declare that the contents of this declaration are true and correct and given with my free will and consent, no part of it is false and nothing material has been concealed therein and I am solely responsible for its accuracy and know of no agreements, obligations or restrictions which prevent or prohibit me from complying with them.

DocuSigned by:
Aakash Sharma
4D02E7D064F2432...

SIGNATURE:

NAME: ***Aakash Sharma***

DATE: 16/02/2024

Confidential