

# Offer Letters 1-10



## OFFER CUM APPOINTMENT LETTER

Krishna Priya Krishna Das

Flat No. 502, Block B2, Mantra Majestica Society,

Pune – 411028

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Dear Krishna Priya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the “Company” or “Amazon India”), we are very pleased to issue this Offer cum Appointment Letter for the position of **CS Associate at Pune**, India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company.. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

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

### **1. Date of Commencement**

Your employment with Amazon India will commence on **17-Jun-2024**.

### **2. Probation**

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

1



REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India

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the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

### 3. Duties

- 3.1 You will be employed in the position of **CS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

### 4. Hours of Work

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



By signing this offer cum appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details

## 5. Place of Work

Your initial place of work will be at Amazon India's facility in Pune, India. However, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs. 350,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
- 6.2 Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 6.3 Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures.
- 6.4 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies or your failure to return Amazon India's property.

## 7. Contribution to Employees' Provident Fund

Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees'



Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

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

## 8. Leave

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

You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.

## 9. Confidential Information and Confidentiality Obligations

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

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



- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
  - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and



- the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
- (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and



- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.



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

## 10. Intellectual Property Rights

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

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as

8

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India



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

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

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

10.5 No Grant of Rights.

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

## 11. Non-Solicitation

11.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or



otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

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

## **12. Employee Data Protection**

- 12.1 You consent to and authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further consent to and authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

## **13. Exclusivity of Services**

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

## **14. Termination of Employment**

- 14.1 With effect from 08/15/2022, this agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:
- a. Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;



- b. Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.
- 14.2 It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee.
- 14.3 You are being offered this position at Job Level 2, which corresponds to a 1 month notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.
- 14.4 Amazon India reserves the right to terminate your employment forthwith “for cause” without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India’s Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
  - (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
  - (v) are convicted for any offence under any law for the time being in force in any jurisdiction; and/or
  - (vi) fail to provide necessary documents for background check within stipulated timelines
  - (vii) commit any act detrimental to the interest of Amazon India;
  - (viii) abstain from work for seven consecutive days without informing Amazon India;
  - (ix) fail to report to Amazon to commence your employment on the Date of Commencement mentioned in Clause 1 hereinabove.
  - (x) are in breach of any of the terms contained in the Confidentiality, Non-competition and Invention Assignment Agreement.
- 14.5 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other



documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

#### **15. Employee Benefits**

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

#### **16. New Hire Background Investigation**

- 16.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon your criminal background check denied parties sanctions check and reference checks to be conducted by Amazon India being successfully completed.
- 16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

#### **17. Foreign Nationals**



- 17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

## **18. Investigations and Surveillance**

- 18.1 You may be required to participate and co-operate in any investigation(s) carried out by or on behalf of Amazon India. You agree to participate, co-operate, be honest and not interfere with, impede, or undermine any such investigation(s). You consent and acknowledge that owing to such investigations, Amazon India has the right to monitor, inspect and access any company provided devices and all data/ information that is stored in Amazon India's equipment, devices and resources used by you.
- 18.2 In order to maintain the safety and security of our workplace and systems, as well as loss prevention, we may deploy the use of closed-circuit television (CCTV) or other forms of surveillance in most or all Amazon facilities. These may be installed in accordance with Amazon internal policy to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Amazon's business interests or which could bring it into disrepute. Your data generated through the course of this limited surveillance may be processed in connection with these safety and security related investigations and audits.

## **19. Representations and Warranties**

You hereby represent and warrant to the Company that:



- 19.1 You have carefully read and fully understands all provisions of this Offer cum Appointment Letter;
- 19.2 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 19.3 you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or other similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you;
- 19.4 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 19.5 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 19.6 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 19.7 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 19.8 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.



**20. Notices**

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

**21. Waiver**

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

**22. Severability**

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

**23. Assignment**

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

**24. Employer – Employee Relationship**

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall



be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

**25. Liability for Breach**

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

**26. Indemnity**

At all times during the course of your employment in Amazon (and even after the termination of this Offer cum Appointment Letter with respect to the terms contained herein), you agree to indemnify and keep indemnified Amazon, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which Amazon may suffer or incur or which may be made against Amazon as a result of your acts or omissions during the course of employment.

**27. Authorization to Notify New Employer**

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

**28. Governing Law and Jurisdiction**

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





**29. Agreement/Modifications**

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

**30. Headings**

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

**31. Survival**

Your obligations under Sections 9, 10, 12, 14, 21, 22, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





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

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

## **AUTHORIZATION**

By

Signed by: RANGANATHAN MURALI MANOJ  
Date: 2024.06.12 13:05:00 +05:30  
Location: India

## **ACCEPTANCE**

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

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



**OFFER CUM APPOINTMENT LETTER**

Arya Rajan Meenakal

5B5,KK Township, Kondhwa , 5, B5 Krishna Kewal Township  
Pune  
411048  
IND

Dear Arya,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **VCS Associate** for Virtual Contact Center(MH,IN), India.

You shall work from your home location approved by Amazon India and the current specified areas for home locations for each VCS location is laid down in Annexure I to this Offer cum Appointment Letter. The VCS Work from Home policy also explains the areas of home location for each VCS location. The Company reserves the right to change such home locations/VCS locations from time to time and you shall abide by the same. Any request for change in your Home Location will be subject to the approval of Amazon India and on such terms and conditions as may be specified.

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

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

**1. Date of Commencement**

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W)  
Bangalore - 560 055. Karnataka India



Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

Your employment with Amazon India will commence on 14-May-2024.

## 2. Probation

You shall be on probation for a period of 3 months (“Probation Period”) from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation Period. Depending on the outcome of such evaluation/s, the Company may, at its sole discretion, either (a) if your performance is found satisfactory, confirm your appointment; or (b) if your performance is found to be unsatisfactory, extend, in writing, the Probation Period by a further period of 3 more months or terminate your employment with Amazon India with immediate effect and without any advance or prior notice, and with no further liabilities to Amazon India, except for payment of remuneration up to the date of termination of employment.

## 3. Duties

- 3.1 You will be employed in the position of **VCS Associate**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.
- 3.2 You will be required to comply with Amazon India’s rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India’s Policies and Procedures, as communicated to you, as well as the VCS Work From Home Policy. Amazon India reserves the right to change Amazon India’s Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 3.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 3.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

## 4. Hours of Work

2

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Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :  
U72200KA2004FTC034233

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

By signing this offer cum appointment letter, you agree to work in night shifts as may be required by Amazon India from time to time and also authorize Amazon India to make relevant disclosures/filings in this regard to the Government authorities, if required under the applicable law. Please refer to Amazon's Policies and Procedures for further details.

## 5. Place of Work

Unless considered necessary by Amazon India, you shall work from your home location in Virtual Contact Center(MH,IN) or such other home address as Amazon India may approve from time to time ("**Home Location**") and shall match the residential "home address" as updated by you on Amazon India systems. Amazon India's approval is necessary to ensure that the data and information security requirements applicable to your employment are being complied with at all times. The provisions of the VCS Work from Home Policy will be applicable while you will be working from such an approved Home Location. You may be required to travel and / or work at other locations, including Amazon India office premises / Amazon India directed office premises of a customer or client or at an affiliate's facilities based on business requirements. You can change your Home Location, however, in such a case you would also be required to inform Amazon India whenever there is a change in the address aforementioned and Amazon India reserves the right to either accept on terms and conditions as may be specified or reject such a change to ensure that data and information security requirements are being complied with and to this effect, Amazon India may require you to demonstrate your compliance with such requirements, the VCS Work from Home Policy or any other stipulations hereunder. It is clarified that while you can choose to work from the Home Location identified by you, Amazon India and/ or its affiliates shall not have any right or control over your Home Location, however, subject to prior intimation, Amazon India can conduct audit and/ or inspection of your Home Location or the usage thereof for the purposes of your employment, to ensure that such Home Location or its usage is in compliance with the applicable Amazon India policy requirements and standards, to the extent applicable thereto. Amazon India and/ or its affiliates shall also not

3

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Bangalore - 560 055. Karnataka India



supply or receive or be deemed to supply and/or receive any goods and/ or service from or at your Home Location. Your employment with Amazon India shall be linked to Amazon India's office located at MH IND for administrative and reporting purposes and shall be subject to your adherence with the provisions of **VCS Work from Home Policy**.

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

## 6. Remuneration

- 6.1 Your Annual Base Pay will be Rs.350,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
- 6.2 Your Base Salary is inclusive of both, the employer's and employee's provident fund contributions. Your salary will compensate you for all hours worked.
- 6.3 Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures.
- 6.4 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies or your failure to return Amazon India's property.
- 6.5 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.

## 7. Contribution to Employees' Provident Fund



Amazon India will contribute to Employees' Provident Fund (EPF) as and when required by the Employees' Provident Funds and Miscellaneous Provision Act, 1952 read with the Employees' Provident Funds Scheme, 1952, and as further described in Amazon India's Policies and Procedures.

The Employees' Provident Fund Organization ('EPFO'), the statutory body established under Employees' Provident Funds and Miscellaneous Provisions Act, 1952, requires linking of the employee's Aadhaar details with their respective Universal Account Number ('UAN'). For this purpose and to enable Amazon India to make the EPF contributions, Amazon India will collect a copy of your e-aadhaar, which needs to be uploaded by you on Amazon HRS tool prior to commencement of your employment with Amazon India. Foreign Nationals / Overseas Citizens of India shall be required to provide a copy of the first and last page of their valid passport for this purpose.

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

## 8. Leave

- 8.1 Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.
- 8.2 You are encouraged to not avail leave during the Training Period. Any absence from work during the Training Period will hinder training and may render the training as not having been successfully completed.

## 9. Confidential Information and Confidentiality Obligations

- 9.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:
- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services, clients, sellers, agents,



- employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
  - (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
  - (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
  - (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
  - (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
  - (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
  - (9) the following information which shall hereinafter be referred to as the "Disclosure Information":





- (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
  - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
  - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such products or services are marketed, sold, or provided by the Company; and
  - (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
  - (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
  - (12) any information derived from any of the above, including any intellectual property rights attached thereto; and



- (13) any copies of the above mentioned information.

9.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.
- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.



## 10. Intellectual Property Rights

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

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;
- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

10.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights



assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

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

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

10.5 No Grant of Rights.

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

## 11. Non-Solicitation

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

11.2 During your employment with the Company and for a period of 12 months thereafter, you



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

## 12. Employee Data Protection

- 12.1 You consent to and authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.
- 12.2 You further consent to and authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

## 13. Provision of Equipment and Amazon's liability

- 13.1 Upon your execution of this Offer cum Appointment Letter, but prior to the date of commencement of your employment with Amazon India, Amazon India may provide you with certain equipment for official purposes only.
- 13.2 The said equipment shall be subject to the terms stipulated in this Offer cum Appointment Letter and the **VCS Work From Home Policy**, as well as all other Amazon policies that may be made applicable to you from time to time. Amazon India reserves the right to replace the equipment and take back old equipment as and when the need for the same arises.
- 13.3 You expressly agree that neither Amazon India, nor its officers or employees shall be responsible or liable for any loss, damage, injury or death caused to you, any member of your household / Primary Work Location, or any third party whosoever, either directly or indirectly arising out of, or caused due to, any of the equipment provided to you by Amazon India or used by you during the course of your employment. You hereby waive any and all claims, including claim for damages, against Amazon India, its officers and/or its employees relating to any injury / loss of life or mental agony arising out of any such incident. Even where you have been advised that such claims or right to make such claims exists against Amazon India, its officers and/or its employees, you hereby waive any and all such claims as well as the right to make such claims. You further agree that all claims of whatsoever nature in respect of the aforementioned loss, damage, injury and/or death shall be as against the manufacturer / vendor of the equipment only.



#### 14. Exclusivity of Services

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

#### 15. Termination of Employment

- 15.1 This agreement will be terminable by either party by giving a prior written notice of a tenure (exclusive of any leaves availed during that period) as provided below based on the employee's job level at the time of exit:
- a. Employees at job levels L6 or higher will be required to provide a 2 (two) months' prior written notice. Amazon India may terminate the employment of such employees by providing 2 (two) months' prior written notice or payment in lieu thereof;
  - b. Employees at job levels L5 or lower will be required to provide a 1 (one) month prior written notice. Amazon India may terminate the employment of such employees by providing 1 (one) month prior written notice or payment in lieu thereof.
- 15.2 It is clarified that while Amazon India may pay in lieu of the aforesaid notice period for terminations initiated by Amazon India; Amazon India reserves its right to accept or deny payment made in lieu of notice by an employee for a termination initiated by the employee.
- 15.3 You are being offered this position at Job Level 2, which corresponds to a 1 month notice period at the time of hiring, but this may be subject to change based on your job level at the time of exit.
- 15.4 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:
- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
  - (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
  - (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;



- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) fail to provide necessary documents for background check within stipulated timelines
- (vii) commit any act detrimental to the interest of Amazon India;
- (viii) abstain from work for seven consecutive days without informing Amazon India;
- (ix) have changed your primary work location mentioned in Section 5 above without prior approval from Amazon India; and/or
- (x) fail to report to Amazon to commence your employment on the Date of Commencement mentioned in Clause 1 hereinabove.
- (xi) are in breach of any of the terms contained in the Confidentiality, Non-competition and Invention Assignment Agreement.

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

## 16. Employee Benefits

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

## 17. New Hire Background Investigation



- 17.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon your criminal background check, denied parties sanction check and reference checks to be conducted by Amazon India being successfully completed. Please note that the educational and professional qualifications furnished by you to Amazon India shall be deemed to be your updated and final qualifications.
- 17.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 17.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

## **18. Foreign Nationals**

- 18.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 18.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 18.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

## **19. Investigations and Surveillance**





- 19.1 You may be required to participate in investigations carried out by Amazon. You agree to participate, co-operate, be honest and not interfere with, impede, or undermine the investigation. You consent and acknowledge that owing to such investigations, Amazon has the right to monitor, inspect and access any and all data that is stored in Amazon India's equipment and resources used by you.
- 19.2 In order to maintain the safety and security of our workplace and systems, as well as loss prevention, we may deploy the use of closed-circuit television (CCTV) or other forms of surveillance in most or all Amazon facilities. These may be installed in accordance with Amazon internal policy to ensure that the employees do not participate or propagate any activities which are or could be prejudicial to Amazon's business interests or which could bring it into disrepute. Your data generated through the course of this limited surveillance may be processed in connection with these safety and security related investigations and audits

## 20. Representations and Warranties

You hereby represent and warrant to the Company that:

- 20.1 You have carefully read and fully understands all the provisions of this Offer cum Appointment Letter;
- 20.2 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 20.3 you have not been arrested, or convicted of, or cautioned for, or charged but not yet tried with any offence or crime, even if you are subject to a pardon, amnesty, or similar legal action and there is no lawsuit, arbitration, administrative or other proceeding or governmental investigation pending or, to the best of your knowledge, threatened against you;
- 20.4 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;



- 20.5 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary or trade secret information of a third party (including a former employer);
- 20.6 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 20.7 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;
- 20.8 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.
- 20.9 You will abide by the terms and conditions contained in the **VCS Work From Home Policy** and Amazon's Owner's Manual during your employment with Amazon India.

## 21. Notices

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

## 22. Waiver

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

## 23. Severability



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

**24. Assignment**

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

**25. Employer – Employee Relationship**

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

**26. Liability for Breach**

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



**27. Indemnity**

At all times during the course of your employment in Amazon (and even after the termination of this Offer cum Appointment Letter with respect to the terms contained herein), you agree to indemnify and keep indemnified Amazon, as the case may be, against all losses, damages, claims, interests, costs, expenses, liabilities, proceedings and demands which Amazon may suffer or incur or which may be made against Amazon as a result of your acts or omissions during the course of employment.

**28. Authorization to Notify New Employer**

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

**29. Governing Law and Jurisdiction**

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

**30. Agreement/Modifications**

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

**31. Headings**

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

**32. Survival**

Your obligations under Sections 9, 10, 12,13.3, 15, 23, 24, 25, 27, 28, 29, 30 and this Section 32 shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.





**ANNEXURE I**

The table below showcases the areas of work from home for each Amazon VCS location. Any request for change in your Home Location or address will be subject to the approval from Amazon and on such terms and conditions as may be specified.

<b>Amazon VCS location</b>	<b>Areas of home location in the State</b>
Virtual Contact Center(MH,IN)	Comprises the districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(MH2,IN)	Entire Maharashtra Except the Districts of Mumbai, Mumbai Suburban, Thane, Raigarh, Palgarh, Pune
Virtual Contact Center(TG,IN)	Comprises the districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
Virtual Contact Center(TG2,IN)	Entire Telangana Except districts of Hyderabad, Ranga Reddy, Sanga Reddy, Medchal Malkajgiri
1. Virtual Contact Center(KA,IN) 2. Virtual Contact Center(BLR,IN)	Entire State of Karnataka
Virtual Contact Center(DEL,IN)	Entire State of Delhi
Virtual Contact Center(UP,IN)	Comprises the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur, Shamli and Muzaffarnagar
Virtual Contact Center(UP2,IN)	Entire Uttar Pradesh Except the districts of Meerut, Ghaziabad, Gautam Budh Nagar, Bulandshahr, Baghpat, Hapur, Shamli and Muzaffarnagar
Virtual Contact Center(WB,IN)	Entire State of West Bengal
Virtual Contact Center(RJ,IN)	Entire State of Rajasthan
Virtual Contact Center(PJ,IN)	Entire State of Punjab and Union Territory of Chandigarh
Virtual Contact Center(TN,IN)	Entire State of Tamil Nadu
Virtual Contact Center(MP,IN)	Entire State of Madhya Pradesh



Virtual Contact Center(AP,IN)	Entire State of Andhra Pradesh
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You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

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

**AUTHORIZATION**

By

Signed by: RANGANATHAN MURALI MANOJ  
Date: 2024.05.09 18:21:48 +05:30  
Location: India



**ACCEPTANCE**

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

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







# Softhub Yess InfoTech Pvt Ltd

Software Training & Placement Institute

**Head Office:**Yess InfoTech,Office Number101,FloorNo1,Manisha Blitz,Near Shankar Math Pune- Solapur Highway, Near Magarpatta City, IT Park, Hadapsar, Pune, Maharashtra 411013 **Call:**9518935150

**Email:**admin@yessinfotech.com **Website:**www.yessinfotech.com

**Strictly Private and Confidential**

Date: 08/08/2024

## Offer Letter

To,

**Ms. Sakshi Balu Chavan**

**Aadhaar Card No.** 276691488775

**Address:** RB1 Flat No.9, Bldg No 593, Railway Colony,  
Near Aagwali Chawl, Ghorpadi,Gaon,  
Pune City, Pune Maharashtra-411001.

Subject: Offer Letter

Dear Sakshi

Congratulations!!!

With reference to the discussions you have with us, we are pleased to appoint you as “**Business Development Executive-Education Counselor**” for **Softhub Yess InfoTech Pvt Ltd** dated **08/08/2024** on the following terms and conditions:

You will be paid a consolidated amount of Rs **1.80LPA (One Lakh Eighty Thousand Per Annum)**. Also the add on incentive of amount 5% (Amount which is collected after target achieving).

In this capacity, you will be located at Manisha Blitz Hadapsar will report to **Mr. Sandip Bhutare and Mrs. Sarika Bhutare** or any other person nominated by the company. However, your services could be transferred to any other Departments/Divisions of the Company. Notwithstanding your appointment in this company, your services could be reassigned to any other company based upon the decision of Softhub Yess Infotech Pvt Ltd only.

We welcome you on board and we hope that you will be contributing with your great efforts in the growth of Softhub Yess InfoTech Pvt Ltd.





# Softhub Yess InfoTech Pvt Ltd

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Please refer to the next page for the terms and conditions and policies applicable to you

## Office Policies and Guidelines:

Note: Everyone who is part of Softhub Yess InfoTech Pvt Ltd business will be followed by this.

### Point 1: About Office Timing

Whenever employee will come 5min late then his /her day will be considered as half day. If any batch going to extend at evening time, then there will not be any extra charges for that time because it is totally duty of respective employee to stay till all batches ends. Also there is no right to anyone to close office before the standard timings that is 10AM to 7PM. certain exemptions will be considered but after allowance of business owner only.

Your working days would be Monday to Saturday. Weekly off is Sunday for all the employees.

### Point 2: About Leaves

Every employee will have 8 sick leaves per year. On the basis of his or her application to the owner about the reason the respective day's leave will be approved.

The Diwali occasion will be for two days.

Total14 leaves including Diwali leaves will be paid leaves. So in a year total of 22 leaves will be paid leaves from Softhub Yess InfoTech.

### Point 3: About Office Infrastructure and gadgets

Softhub Yess InfoTech Office gives one computer and one mobile handset to every employee to work independently. So we are requested to use that properly and maintain safety of the same.

But misuse of the same will not be tolerated including personal use, personal calls, personal SMS, leaking official information through gadgets, sharing business information, sharing other employee's information, taking the gadget to home without owner's owner's permission and application. For computer, as a security purpose it is expected to log off computer window whenever employee is not at the desk. This thing is very serious and should be taken as a practice. If anyone captured while



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keeping window live, then there will be strict action taken from a company. Infrastructure is the property of Softhub Yess InfoTech, office is expecting every employee to keep it neat and clean in order to give great feel to customers coming to us. So that it is not allowed to mess with office Infrastructure. If anyone found doing so then there will be strict action taken. Also if any customer is breaking the stuff then obviously he or she will have to pay for it and that recovery will be taken care of Manager over there.

In any branch if students need computers or tables for study then respective branch senior counselor has to wait at least 1 week to get all the stuff and should not force office owners to get the stuff early. Also it is necessary to keep office clean so that branch head should be responsible for same. It is not allowed to listen music, playing games, chats on office mobiles to personal friends or families. If caught in such condition, then it will be punishable for that respective employee. These gadgets are for office work and not for personal use so that every information and status is checked by owner every day to maintain work quality

### **Point 4: About Roles and Responsibilities**

- On video call/ on call or face to face counseling of students for joining the training and convert as many as leads into admission.
- Minimum monthly revenue generation should be Rs 1 Lac 50 Thousand per month. & 24 Admissions in a month.
- Making follow-up calls.
- Maintain Database of you follow up as well as cross checking team member's database for smooth functioning of work.
- Monthly/Weekly targets should be achieved.

### **Point 5: About Salary**

Salary will be given between upcoming 15 to 25 dates of every month through bank transfer/ cheque.

Your job description and responsibilities shall be as per your role mentioned in this document.



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1. You will be on probation for a period of 3 months from the date of your joining the organization. The probation period may be extended at the discretion of the company based on your performance.
2. The company has reserved all the right to transfer you at its new upcoming units anywhere in India at any time with issue of transfer order with prior notice of about 07 days.
3. Weekly off will be on **Sunday**.
4. Local conveyance for official purposes and other business-related expenses incurred by you will be reimbursed as per the prevailing policies of the company.
5. You shall be entitled to Privilege Leave of 22 days, per calendar year proportionately from the date of joining and the cost of such privilege leave will be part of your CTC.
6. If you are absent before and after your weekly off it is considered as Sandwich Leave in which your paid leave will be considered as unpaid leave.
7. The company (Softhub Yess Infotech Pvt. Ltd.) reserves all rights to terminate your employment at any point of time without any prior notice.
8. Your appointment and your continued appointment with the company will be subject to your being medically fit to perform your duties at all times. The company retains the right to send you for a medical test at any time to ensure your medical fitness. Should the medical tests identify that you are medically unfit to continue your duties, and then the company's decision to terminate your service is final.
9. The letter of offer is being issued to you on a clear understanding that there is nothing on your past record which would have prevented the management from offering you employment. If however it is found at any given time hereinafter your past record is objectionable or if you have willfully suppressed any material information, in such case you are liable to be removed from the services of the company forthwith without any notice.
10. Hard Copy of Offer Letter will be provided after completion of your 3 months' probation period.
11. Salary hike will be given after successfully completion of One Year in Softhub Yess Infotech Pvt. Ltd
12. You will be required to effectively carry out all duties and responsibilities assigned to you



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by the Management of the company. You shall not misbehave during the continuances of your employment and thereafter disclose divulge or communicate any person, firm or company whatsoever (other than the Directors of company or their authorized representatives), any information of any description acquired by you in your service concerning the business, processes, business practices or affairs of the company or any of its associates or branches, their customers and supplies.

13. You agree and accept that you are whole time employee of the company, you shall devote your whole time and attention to your duties with us and you shall not undertake or carry on either alone or in partnership nor be directly or indirectly employed or connected either as a principal agent, clerk, assistant, servant or otherwise in any other Business or profession whatsoever.
14. You shall be responsible for safekeeping and return in good condition and order, the company's properties/assets/documents etc. which may be in your use/custody/care or charges. The company reserves the right to deduct money value of all such items from your emoluments and/ or take such action as it deems proper in event of your failure to account for them to the satisfaction of the company.
15. You shall, without fail, immediately inform the company of any change, which takes place subsequent to the details given by you at the time of appointment.
16. If at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline absence from the duty without permission or any other conduct considered by us detrimental to the company's interest or in violation of any one or more terms of this letter, we shall, depending on the gravity of misconduct, be entitled to award the punishment of suspension for such period as the management, in this sole discretion shall decide or even terminate your services forth without any notice. It is clearly understood that suspension, if any, shall be without payment of salary and other allowances.
17. In all cases, if you wish to leave the company, you may do so after serving to the company a 90 days' notice in writing or by paying 3 months' salary in lieu of the notice.
18. The organization follows a dress code. You are required to be in a blazer dress code every





# Softhub Yess InfoTech Pvt Ltd

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day.

19. In case if you are terminated or you discontinue within 20 days of your joining date you are not eligible to ask for the payment of your working days as it will be considered as non-payable working day.

20. First 3 months will be training period but within this period if you leave the company with any reason company has a right to hold your salary.

21. If in any case you decide to leave the job in between, company will not be liable to pay you salary of your working days.

22. The terms of this offer are intended to be kept strictly confidential.

23.If you are agreeable to accept the terms and conditions mentioned above, please return the duplicate copy of this letter duly signed by you in confirmation.

24. Softhub Yess Infotech Pvt. Ltd. reserves all rights to alter any of the above conditions as well as changes in your employment at any point of time without any notice.





# Softhub Yess InfoTech Pvt Ltd

**Software Training & Placement Institute**

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**Email:**admin@yessinfotech.com **Website:**www.yessinfotech.com

We take this opportunity to welcome you to our organization and hope that your association with us will prove to be of mutual benefit.

With Warm Regards,

For Softhub Yess Infotech Pvt Ltd.

Authorized Signatory



=====

## ACCEPTANCE

I have carefully read and understood all terms and conditions of my employment outlined herein above. I agree to abide by the terms and conditions mentioned above and I affix my signature here to signify my acceptance.

Name: **Ms. Sakshi Balu Chavan**

Sign:

Date: 08-08-2024



# Softhub Yess InfoTech Pvt Ltd

**Software Training & Placement Institute**

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**Email:**admin@yessinfotech.com **Website:**www.yessinfotech.com







15/04/2023

Ms. Prerna Vijay Gaikwad

CRBtech

Pune, Maharashtra-411006

Subject: Appointment for post of website handling executive

Dear Ms. Prerna

We are pleased to offer you, the position of website handling executive with CRBtech company on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 1 May 2023

2. Job title

Your job title will be Website handling executive, and you will report to Mrs namrata T., CEO and founder of CRBtech

3. Salary

Your salary will be 1.50 LPA with additional incentives.

4. Place of posting

You will be posted at Pune, Maharashtra. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work



The normal working days are Monday through Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10 AM to 5 PM and you are expected to work not less than 40 hours each week, and if necessary for additional hours depending on your responsibilities.

## 6. Leave/Holidays

6.1 You are entitled to casual leave of 31 days.

6.2 You are entitled to 10 working days of paid sick leave.

6.3 The Company shall notify a list of declared holidays in the beginning of each year.

## 7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

## 8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## 9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

## 10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by

Giving no less than 3 months prior notice or salary for unsaved period, left after

Adjustment of pending leaves, as on date. 10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company. 10.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents, and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.



## 11. Confidential Information

11.1 During your employment with the Company you will devote your whole time, attention, and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed, or engaged in any other business or activities or any other post or work part-time or pursue any course of study whatsoever, without the Company's prior permission.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents, and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents, and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause, 'Confidential Information means information about the Company's business and that of its customers which is not available to the general public and which may be learned

By you in the course of your employment. This includes but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products and, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office Without permission. 11.4 Your duty to safeguard and not disclose Confidential Information will survive the Expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary Dismissal under clause above in addition to any other remedy the Company may Have against you in law.

## 12. Notices

Notices may be given by you to the Company at its registered office address. Notices May be given by the Company to you at the address intimated by you in the official Records.

## 13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

## 14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Mumbai, Maharashtra only.



## 15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

A handwritten signature in black ink that reads "Namrata". The script is fluid and cursive, with the first letter 'N' being particularly large and stylized.

Namrata.K

CEO and founder Of CRBtech





Extending Your Enterprise

05-Feb-2024

Aishwarya Birajdar

SR No 5 Pratima Palace

Keshav Nagar Mundhwa Pune Maharashtra 411036

India

**Letter of offer****Dear Aishwarya,**

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Senior Associate - Operations (JC6008)** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Weikfield (WEIKFIELD)** office. The key components of your offer are as detailed below :-

**Career band:** Your career band would be **Professional**.

**Role band:** You would be placed in role band **A**.

**Title:** The title that you would be using both internally and externally would be **Senior Associate - Operations (JC6008)**.

**Compensation:** Your Total Gross Pay will be **INR 3,84,000 (Indian Rupees Three Lakh, Eighty Four Thousand Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

**Joining Date:** You are expected to join us by **05-Feb-2024**.

**Place of work:** Your place of work will be **Pune - Weikfield (WEIKFIELD)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

AUSTRALIA

COSTA RICA

INDIA

THE PHILIPPINES

ROMANIA

SRI LANKA

UAE

UK

USA

**For WNS Global Services Pvt. Ltd.***Adil Nargolwala***Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,  
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:  
U72200MH1996PTC100196**

DocuSigned by:  
*Aishwarya Birajdar*  
8B2A84C87305452...

**Accepted and Agreed****Aishwarya Birajdar  
Candidate's Name & Signature**



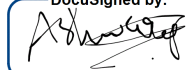
## 1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore, the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however, probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period, the Company reserves the right to recover compensation in lieu of notice period from you.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to discharge your duties effectively at the cost, efforts and time of the Company.
- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*



DocuSigned by:  
  
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**Accepted and Agreed**

**Adil S Nargolwala**  
**Corporate SVP - HR**  
**Head Talent Acquisition**

**Aishwarya Birajdar**  
**Candidate's Name & Signature**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**



despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.

- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

## 2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

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DocuSigned by:  
*Aishwarya Birajdar*  
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**Accepted and Agreed**

**Aishwarya Birajdar  
Candidate's Name & Signature**

### Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

**NOTE:** Joining will not happen without these documents.

A	<b>Original copy of WNS offer letter</b>
B	<b>DATE OF BIRTH PROOF:</b> Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - <b>1 copy</b>
C	<b>PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :-</b> (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - <b>1 copy</b>
D	<b>PERMANENT ADDRESS PROOF :</b> (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - <b>1 copy</b> . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	<b>EDUCATION QUALIFICATION PROOF : (mark sheets &amp; degree are important)</b> (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	<b>PASSPORT SIZE PHOTOGRAPHS : 5 copies ( with Red Background ONLY)</b>
G	<b>PAN NUMBER :</b> Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	<b>Professional Relieving or Experience Letter</b> from previous employer (last 2 employments) or <b>Accepted Resignation Letter</b> from previous employer.
I	<b>Salary Slip / Salary certificate</b> from previous employer (last 2 employments). <b>Bank statement</b> if no salary slip from the Company.
J	<b>Employee ID Proof :</b> (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	<b>Marriage Certificate</b> (if applicable) OR Marriage Affidavit with Couple Photo
L	<b>Self declaration Medical Fitness form :</b> Medical Fitness form needs to be duly filled and stamped by a Doctor.

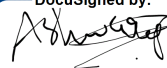


For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196**

DocuSigned by:  
  
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**Accepted and Agreed**

**Aishwarya Birajdar**  
Candidate's Name & Signature



**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

**Documents.....**

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
  - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
  - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

**Information.....**

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.



**For WNS Global Services Pvt. Ltd.**

*Adil Nargolwala*

**Adil S Nargolwala  
Corporate SVP - HR  
Head Talent Acquisition**

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DocuSigned by:  
  
8B2A84C87305452...

**Accepted and Agreed**

**Aishwarya Birajdar  
Candidate's Name & Signature**



Annexure II			
<b>Name</b>	:	<b>Aishwarya Birajdar</b>	
<b>Title</b>	:	<b>Senior Associate - Operations (JC6008)</b>	
<b>Role Band</b>	:	<b>A</b>	
<b>BU/EU</b>	:	<b>Utilities (901015000)</b>	
<b>Compensation Component</b>	<b>Ref</b>	<b>Amount(INR) Per Month</b>	<b>Amount(INR) Per Annum</b>
Basic Salary		11,250	1,35,000
House Rent Allowance		5,625	67,500
City Compensatory Allowance		6,325	75,900
<b>Sub Total - I</b>	<b>A</b>	23,200	2,78,400
Bonus / Incentive (4)	<b>(a)</b>	0	0
Company's contribution to Provident Fund (1)		1,800	21,600
Company's contribution to ESI (3)		0	0
<b>Sub Total - II</b>	<b>B</b>	1,800	21,600
<b>Total Fixed Pay</b>	<b>C = A + B</b>	25,000	3,00,000
Bonus / Incentive at Maximum Level (4)	<b>(b)</b>	7,000	84,000
<b>Gross Pay (CTC) at Minimum Level</b>	<b>D = C</b>	25,000	3,00,000
<b>Gross Pay (CTC) at Maximum Level</b>	<b>E = D + (b) - (a)</b>	32,000	3,84,000
<b>BENEFITS</b>			
Gratuity payable As per Payment of Gratuity Act, 1972			
<b>Note:</b>			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Mediclaim Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			



For WNS Global Services Pvt. Ltd.

*Adil Nargolwala*

**Adil S Nargolwala**  
Corporate SVP - HR  
Head Talent Acquisition

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DocuSigned by:  
*Aishwarya Birajdar*  
8B2A84C87305452...

**Accepted and Agreed**

**Aishwarya Birajdar**  
Candidate's Name & Signature

**Jan 08, 2024**

**Lakshita Tanwani**

9/391, Near UNI Press,  
Ghoghar, Huzur, Rewa,  
Madhya Pradesh - 486001

Dear **Lakshita**,

Congratulations on your new position with Qualified Recruiter, Pvt. Ltd.! We are pleased to have you join our team.

This New Hire packet includes an Offer Letter, Employment Agreement, and Compensation plan which require your review and signature.

Your employment is contingent upon your signing and returning the Agreement and successful completion of any required reference or background checks and education/employment verifications. Please do not hesitate to reach out to us if you have any questions about the paperwork or the new hire process.

Again, welcome to Qualified Recruiter, we are excited you are joining us!

Sincerely,



Greg Frick  
President



CGF/jp  
Enclosures

## Appointment Letter

Dear **Lakshita Tanwani**,

Thank you for your interest in working for our organization. Having successfully passed the interviews we are pleased to offer you a position with **Qualified Recruiter Pvt. Ltd.** It is my pleasure to extend the following offer of employment to you on behalf of **Qualified Recruiter Pvt. Ltd.** If you accept this offer you will be designated as **US IT Recruiter**.

This offer will be subject to the Standard Terms and Conditions of Employment by **Qualified Recruiter Pvt. Ltd.** and will be governed by the policies, rules and guidelines of the Company. You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

Normal working hours of the company will be 9 hours per day and 5 days per week.

You will be reporting to the Director of Recruiting.

You will be on probation for a period of 3 months + 15 days training period. Which concludes a total of 105 days probation period.

Performance Expectations include a minimum of one Placement in the first 6 months. Failure to meet Performance Expectations will result in implementation of a Performance Improvement Plan (PIP) for one month whereby you will be given the opportunity to retain your employment. Employment will be terminated if there are no Placements during the PIP period.

Based on your performance in the Company and performance reviews your services will be confirmed with the company after 3 months. After three months if your performance is satisfactory then your services are automatically confirmed. If not, then your probation may get extended based on your performance, and you will receive a probation extension letter. During the probation period, your service may be terminated without prior notice if your performance is not satisfactory.

You will not be eligible for paid time off (PTO) during the probation period. On your confirmation, you will be eligible for all the benefits.

This offer of employment with **Qualified Recruiter Pvt. Ltd.** is subject to the successful verification of information provided by you.

By accepting this offer you are also confirming that:

- I. You have terminated your employment with your previous employer (if any) in compliance with their terms and conditions.
- II. There are no contractual obligations with respect to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this position with our Company.
- III. **Qualified Recruiter Pvt. Ltd.** is not liable for any past dues owed by you as part of termination of any previous employments. You are not bringing in any Intellectual Property that you do not have sole ownership of.

This offer will be valid for 1 week from the date of this letter. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email or telephone within 1 week of receiving this letter and providing a signed copy of this document by AdobeSign. If we do not hear back from you within this period, this offer will be deemed to be cancelled and we are not obliged to hold the position open for you.



If you accept this offer you are required to join on **Jan 08, 2024**. If you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced at the time of joining. Please provide originals and self-attested Photocopies; originals will be returned after verification.

- I. Relieving Letter from all your previous employers.
- II. Salary slips or salary certificate from most recent employer
- III. Experience Certificate from all previous employers
- IV. Proof of Academic Qualification (Class 10th Equivalent and above): 10th & 12th mark lists
- V. Under graduate / degree mark list and degree certificates
- VI. Post-graduation mark list and degree certificates (if any)
- VII. Other qualifications - mark lists and certificates (if any)
- VIII. Proof of identity i.e., PAN card, driving license, Electoral card or Aadhaar Card
- IX. Photographs (3 copies)

We take 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 Qualified Recruiter Pvt. Ltd. family.

Your appointment letter will be provided to you once you have successfully completed your probation period.  
Sincerely,



Akshay (Adam) Kasardekar  
Director of Recruiting

I, **Lakshita Tanwani**, agree this is not a formal confirmation/offer letter, and understand that this offer will be rescinded if the submitted documents/ information is false or manipulated. Qualified Recruiter holds full rights to withdraw this offer.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)



## Employment Agreement

This Employment Agreement (“agreement”) dated **Jan 08, 2024**, is entered into between Qualified Recruiter, Pvt. Ltd. (herein after “company”) with its principal office located at **G - Core, 3060 A&B, Solitaire Business Hub, Opp. NECO Garden Society, Viman Nagar, Pune, Maharashtra 411014** and **Lakshita Tanwani** (herein after “employee”) at **9/391, Near UNI Press, Ghoghar, Huzur, Rewa, Madhya Pradesh - 486001**.

- I. **Employment.** The company hereby employs or continues to employ the employee and the employee hereby accepts or continues to accept employment upon the terms and conditions set forth in this agreement. The employee shall be subject to the policies, practices, procedures, and business directives that the company adopts and amends from time to time.
- II. **Extent of Services.** The employee shall exclusively devote his/her full business time, attention, energy, loyalty and best efforts to the business of the company, and shall not, during the time this agreement is in effect, engage in any other business activity, whether or not such other business activity is pursued for gain, profit, or other financial advantage, unless such business is fully disclosed to and approved in writing by an authorized representative of the company. However, the foregoing restriction shall not be construed as preventing the employee from investing his/her assets in such other form or manner as will not require any services on the part of the employee in the operation of the affairs of the companies in which such investments are made.
- III. **Duties.** The employee is engaged to perform such duties as the company may assign from time to time, including duties necessary or incidental to the operation of a personnel placement/staffing services firm. The precise services of the employee may be extended or curtailed, from time to time, at the direction of the company. In the performance of all his/her duties, the employee agrees to abide by the rules, policies and standards in effect from time to time and/or which may be practiced by the company in its operations.
- IV. **Company Policies and Practices.** The company may, at any time and at its sole discretion, terminate, limit or modify its policies and practices, including compensation and benefit plans, and the employee shall have no right to the continuation of such policies, practices or plans in any particular form or for any particular period.
- V. **Retention Bonus:** Retention bonus is applicable to the employee only if an employee completes a tenure of 1 year with the organization. The retention bonus will be paid at 8% to 10% of the employee’s annual CTC. The said Retention Bonus will be paid to an active employee in the 14<sup>th</sup> month salary. This amount of Retention Bonus is a one-time payment and an add-on benefit apart from the CTC offered. A retention bonus will not be paid in full or prorate if you leave the employment without completing one year under any circumstances.
- VI. **Termination of Employment**
  - a. During the probation period you shall be entitled to terminate your employment by giving the Company no less than **fifteen (15) days’ notice**, without assigning any reason.
  - b. During the probation period, your service may be terminated without prior notice if your performance is not satisfactory.
  - c. After the end of the probation period and once your employment is confirmed, either side party can terminate the employment with a **thirty (30) working days’ notice** in writing or if not serving the notice period then one-month gross salary in lieu of notice period.
  - d. If you are found guilty of inappropriate behaviour, misconduct, incompetence, negligence, in breach of the terms and conditions set forth in this Agreement and the Company’s policy and/or you are involved or implicated in any criminal activities and/or indulgent in immoral activities, as deemed by Company at their



sole discretion, the Company shall be entitled to terminate your employment, effective immediately, without any notice or payment in lieu thereof. In the case of such an event the Company's decision will be final and binding on you.

- e. A Relieving letter and Experience letter will not be issued in case you or the Company terminate the employment within **9 months of joining**.

VII. **Disclosure of Information.** The employee recognizes and acknowledges that the company has, through the expenditure of substantial time, effort and money, developed and acquired certain confidential information and trade secrets which have become of great value to the company in its operations. Employee further acknowledges and understands that in the course of performing his/her duties for the company, he/she will receive special training and experience and/or have access to the trade secrets and confidential information of the company. Employee agrees that he/she will not make any independent use of, take, publish or disclose, or authorize anyone to use, take, publish or disclose, any of the company's trade secrets and confidential information, except to the extent authorized and required in the course of performing his/her duties on behalf of the company. Upon request of the company, employee will promptly return all tangible expressions of trade secrets and confidential information in his/her possession and control and all copies thereof. As used herein, the term "trade secrets and confidential information" shall include client or prospective client lists, client contact information (including but not limited to business cards and contact lists), job orders, applicant/employee contact information, and other related client and applicant/employee data, including but not limited to resumes, directories (or other lead source materials), information or materials distributed to the company by clients or prospective clients, employee applications, placement or activity records, computerized or hard copy compilations of the foregoing information, training materials, policy and procedure manuals, video and audio recordings of training and operation methods, and other confidential business methods or information.

VIII. **Return of Company Property.** All information, data, lists, business forms and other intellectual property compiled, maintained or used by employee in the course of his/her employment with company is and shall always remain the exclusive property of company. Upon termination of employee's employment for any reason, employee shall immediately return all tangible and intangible property of company, in whatever form, in employee's possession, custody or control, including but not limited to trade secrets and confidential information as defined in the preceding section.

IX. **Non-Solicitation Covenant.** Employee acknowledges that he/she will have access to the trade secrets and other confidential information of the company. Employees recognize the importance of the personal contact that employee will have on behalf of the company with company's clients, employees, job candidates, contractors and consultants. Employee further acknowledges that, because of the nature of employee's work for the company, employee's solicitation of company's clients, employees, job candidates, applicants, contractors and consultants, would necessarily involve the unauthorized use of disclosure of confidential information, trade secrets, proprietary relationships and/or goodwill of the company.

Therefore, employee agrees that upon termination of his/her employment for any reason, employee will not, for a period of one year from the date of termination, solicit business of the type provided by company, or affiliated companies, from any client with which company is doing business or with which is actively pursuing doing business. Employee further agrees that upon termination of his/her employment for any reason, employee will not, for a period of one year from the date of termination, solicit or recruit for employment any candidate, applicant, contractor or consultant employed by company, or interfere with the company's relationship with any candidate, applicant, contractor or consultant. Employee further agrees that employee will not, for a period of one year from the date of termination, disrupt, damage, impair or interfere with company's relationship with its employees by directly or indirectly soliciting any of company's employees for employment with any person, company, firm, or business engaged in activity competitive with that of company.



- X. **Use of the Company's Name or Trademarks.** Following termination of the employee's employment with the company, the employee shall not use or permit the use of the company's name or trademarks in any advertising, notice, solicitation or other business materials, including but not limited to indications that the employee was formerly employed by the company.
- XI. **Legal Obligations to Others.** The employee represents, warrants and covenants that he/she has not taken, utilized or disclosed, and will not take, utilize or disclose, any trade secrets or confidential information of any previous employer, nor will the employee engage in activity that violates a valid and enforceable legal obligation owed to such previous employer.
- XII. **Enforcement.** The employee agrees that, in the event of a breach or threatened breach by the employee of any of the provisions or covenants of paragraphs 6, 7, 8, or 9 of this agreement, company's remedies at law would be inadequate, and company shall be entitled to the entry of an injunction (without any bond or other security being required), either temporary or permanent, against him/her in any suit in equity brought for the purpose of restraining the employee from violating said provisions, or in any other action at law that may be brought to enforce its rights under this agreement. The consent to, and the availability of, an injunction as set forth above shall not preclude or prevent the company from seeking or recovering monetary damages or pursuing other appropriate remedies. The provisions of this agreement shall not be construed as limiting any of the company's rights under the Uniform Trade Secrets Act, as adopted, other applicable statute or under common law.  
The existence of any claims or cause of action that employee may have against company, whether predicated upon a breach of any part of this agreement by company or otherwise, shall not constitute a defense to the enforcement by company of any of the covenants contained in this agreement.
- XIII. **Assignment.** The rights and obligations of the company under this agreement may be assigned and shall inure to the benefit of and be binding upon the successors and assigns of the company. Employee expressly acknowledges that the provisions of paragraphs 6, 7, 8, 9 and 11 of this agreement are intended to be enforceable by any such successors and assigns as well as by any entity affiliated with the company. In the event the employee is transferred to another location or assigned to a current or future subsidiary or separate business unit affiliated with the company, this agreement shall remain in full force and effect, unless superseded by another written agreement between the parties. The rights and obligations of the employee hereunder may not be assigned.
- XIV. **Waiver of Breach.** The waiver of the company of a breach of any provision of this agreement by the employee shall not operate or be construed as a waiver of any subsequent breach by the employee.
- XV. **Invalidity of Provisions.** If any covenant or part thereof, or other provision of this agreement is invalid, illegal or incapable of being enforced, by reason of any rule of law or public policy, all other conditions and provisions of this agreement shall, nevertheless, remain in full force and effect, and no covenant or provision shall be deemed dependent upon any covenant or provision unless so expressed herein. If, moreover, any provision of this agreement shall for any reason be held to be excessively broad as to time, geographical scope, activity or subject, it shall be deemed amended to the extent necessary for such provision to be held valid and enforceable.
- XVI. **Reasonable and Necessary Restrictions.** The employee agrees that the restrictions contained in this agreement are both reasonable and necessary.
- XVII. **Entire Agreement.** This instrument contains the entire agreement of the parties on the matters contained herein. It may not be changed orally but only in writing by an amendment signed by the party against whom enforcement of any waiver, change, modification, extension or discharge is sought.





- XVIII. **Survival.** It is mutually agreed that the terms of this agreement shall remain in full force and effect regardless of any changes that may subsequently occur in the employee's remuneration or area and/or scope of responsibility. The provisions of paragraphs 6, 7, 8, 9 and 11 shall survive the termination of this agreement.
- XIX. **Voluntary Agreement/No Inducements.** Employee hereby acknowledges and represents that employee (a) has fully and carefully read this agreement prior to signing it, (b) has been, or has had the opportunity to be, advised by independent legal counsel of his/her own choice as to the legal effect and meaning of each of the terms and conditions of this agreement, and (c) is signing and entering into this agreement as a free and voluntary act without duress or undue pressure or influence of any kind or nature whatsoever and has not relied on any promises, representations or warranties regarding the subject matter hereof other than as set forth in this agreement.

The terms of this Employment Agreement are agreed to by:

**Employee**


Lakshita Tanwani  
(name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Qualified Recruiter, Pvt. Ltd. Representative**

Akshay (Adam) Kasardekar  
(name)

  
\_\_\_\_\_  
(signature)

Director of Recruiting  
(title)

01/16/2024  
\_\_\_\_\_  
(date)



## Compensation Plan – Lakshita Tanwani

- I. Effective Date: **Jan 08, 2024**
- II. Title: **US IT Recruiter**
- III. Salary: The overall CTC offered to you is **INR. 4,14,835/- per annum** (Indian Rupees Four Lakh Fourteen Thousand Eight Hundred Thirty-Five Only per annum) which will be paid **monthly** as **INR. 34,570/-**

<b>Earnings</b>	<b>Amount</b>	<b>Deductions</b>	<b>Amount</b>
Basic	16,000	Professional Tax	200
TA- Travel Allowance	2,000	Provident Fund	1,800
LTA- Leave Travel Allowance	1,250		
HRA- House Rent Allowance	6,400		
Food Allowance	1,000		
Attendance/Punctuality Allowance	2,000		
Night Shift Allowance	1,200		
SPL – Special Allowance	2,150		
Gross Earnings	<b>32,000</b>		
Employer PF Cont.	1,800		
Gratuity	770		
CTC Earnings (PM)	<b>34,570</b>	Total Deductions	2000
Total Annual CTC	<b>414,835</b>	Net Amount (PM)	<b>30,000</b>

#### IV. Benefits:

##### A. Paid Time Off (PTO):

I) Total Paid Time Off (PTO) is 15 days. PTO is available to be used as 5 days January through April, 5 days May through August, and 5 days September through December.

II) No PTO is allowed without prior approval and a meeting invite being sent out to managers – see procedure below.

III) For 1 day of PTO, 3 days prior notice is required.

IV) For any PTO above 1 day – Three weeks prior notice is required.

V) Unused PTO will not be carried forward to the next year.

##### B. Holidays:

**There are 9 paid holidays:** New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Year's Eve Day, and Diwali.



**C. Procedure for requesting PTO:**

- I) You would first ask, via email, for the leave to Greg, Brian, Julia, Jason, Adam and HR Manager.
- II) If approved, you will then send a meeting invite out for the date range you're out with the same people on the invite.
- III) When creating the invite, configure it to reflect time as 'Free'. Do not use 'Out of Office' or 'Busy', because it will make it look like the recipients are OOO or busy.
- IV) Make the invite an 'All day event' (check box next to dates), so it doesn't block the calendar for the recipients.

**D. Unscheduled Leave Policy:**

- I) Any unscheduled leave will be unpaid, and the employee will be docked 2 PTO days for each day of unscheduled leave.
- II) If employee is out of PTO for the current year, then they will be docked PTO days for the following year. This will also be grounds for termination based on management discretion.

The terms of this Benefit and Compensation Plan are agreed to by:

**Employee**

Lakshita Tanwani  
(name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Qualified Recruiter, Pvt. Ltd. Representative**

Akshay (Adam) Kasardekar  
(name)

  
\_\_\_\_\_  
(signature)

Director of Recruiting

01/16/2024  
\_\_\_\_\_  
(date)



**Srushti Agrawal**

A 304,Golok Vrindavan, Off Katraj Kondhwa Road,Behind ISKCON Temple, Tilekar Nagar  
Maharashtra,India

**Offer-cum-Appointment Letter for Part Time Employment**

Dear Srushti,

This is with reference to your application and subsequent Test and Interviews you had with us wherein you expressed your inability to work for full time and desired to have employment on a purely part-time basis with us.

We are pleased to offer you Part time employment with us on the following terms and conditions:

1. is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are being offered employment as a **Graduate Store Trainee Smart Store** on part time basis and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time. However, as a part time employee, you may be offered work on all the days of the week or for some of the days of the week depending upon the volume, requirement and /or exigencies of work and accordingly, you shall be informed from time to time.

2.You will join the duty as and when you are intimated to report.

3.Your duties shall not be confined to the premises of the establishment but you may be required to visit/deliver to our customer locations.

4.Your employment is on a part time basis and as such based on the availability of the opportunity for work and your availability.

5.You shall be paid at an hourly rate for the number of hours worked by you cumulatively in a given month. The hourly rate of wages shall be arrived at by dividing your rate of monthly emolument which is as below.

	Rs. per month
Basic	10000
HRA	
Conveyance Allowance	
<b>Monthly Gross</b>	10000

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining. Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



Yours faithfully,  
For

*Smrita Sahu*

**Authorised Signatory**

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
Website: [www.relianceretail.com](http://www.relianceretail.com) | E-mail: [retail.secretarial@ril.com](mailto:retail.secretarial@ril.com)



**Annexure - I**

**TERMS & CONDITIONS OF EMPLOYMENT**

1. Your contract of employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Company. The Company has the right to get you medically examined by company nominated medical practitioner anytime during the course of employment. In the event of your being found medically unfit, you will lose your lien on the employment leading to the determination of this contract.
2. Your appointment is based on the basis of the personal particulars furnished by you in the application for employment. In case any information furnished by you is found false or incorrect, your appointment will be liable to be terminated without any notice or notice pay in lieu of notice.
3. The address and the email address as indicated in your application for appointment shall be used for sending any communication to you and every such sent communication shall be deemed to have been served upon you. You will immediately notify change of address or civil status, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You have expressly given no objection in favour of the Company (Or its group Companies and associates) to share and suitably store your personal information and documents, including but not limited to Aadhar number and other Government issued Identity Cards with any antecedent verification agencies or any other service providers appointed by the company from time to time.
6. You agree to abide by all practices and policies of the company as may be applicable from time to time such as dress code, Leave and Holidays Policy, Compensation, Working Hours, Weekly Holiday, IT Policy, InfoSec Policy, Policy against Sexual Harassment, Policy on Ethics & Code of Conduct and discipline, Service Rules, administrative orders and any such other rules or orders of the client or the Company.
7. Your employment is transferable to any other present or future place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. Such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
8. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you return to work within 8 days from the commencement of such absence and explain in writing to the satisfaction of the Management regarding such absence.
9. Your appointment is terminable by giving 7 days' notice in writing by either side or payment of 7 days Basic salary in lieu thereof.
10. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency / poor performance. You may be placed under suspension pending an enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
11. You shall cooperate with the client's employees, customers, representatives/ promoters of other companies and discharge duties to the best of your skill and ability and display a high standard of initiative, efficiency and economy. You shall obey and comply with all the orders and directions given to you by your superior/s or any other person duly authorized in that behalf at the place of your posting.
12. You will refrain from any activity that results in a conflict of interests between you and the Company.
13. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
14. You shall not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
Website: [www.relianceretail.com](http://www.relianceretail.com) | E-mail: [retail.secretarial@ril.com](mailto:retail.secretarial@ril.com)

15. You shall diligently attend company sponsored all training or development programs. You may be required to sign a Service Bond for a service tenure or payment of the liquidated damages in lieu thereof.
16. You will be responsible for the safekeeping of company or client's properties given to you and its return in good condition as and when required. For the loss of any property, the company will have a right to assess on its own basis and recover the loss / damages from you.
17. You agree that all information, correspondence, documents, material or assets provided to you by the client or by us are provided to you in good faith and you shall promptly return the same to the client or company, as the case may be, on completion of assignment or termination of the service,.
18. Any disputes or proceedings shall subject to the jurisdiction of courts at Navi Mumbai.
19. The clauses of this letter are to be read and interpreted in its entirety. In case of one / more clauses become untenable, the rest of the does not become null and void.
20. In the normal course, you shall retire from the services of the organization on attaining the age of 58 Years.
21. At the time of joining, you will submit the following documents: Copy of Resume, Application for employment, Copies of Educational Certificates starting from SSC, Medical fitness Certificate from Doctor not less than MBBS, One white background passport size photograph, Copies of Government Identity and address proof (Passport / License / Election Card / PAN Card/Aadhar etc.), UAN declaration (Form-11) and ESIC declaration.

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**ACKNOWLEDGEMENT (For pages 1 to 3)**

I have read the contents of the above contract of employment and have fully understood the same. I declare that the same to be binding on me in its entirety.

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_



**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



## OFFER LETTER

1/07/2024

**Dear Kashish Navin Gulati**  
**Pune**

We are pleased to avail your professional services as” **HR Consultant**” with **Impulse Consultancy** from 1<sup>st</sup> **July 2024**. The terms and conditions for employment will be as follows.

1. The salary payable to you will be Rs 15000/- (Fifteen thousand only).p.m.
2. Please note that all information and documents which is deposited by you will be kept strictly confidential and not divulged to any outsider and will be handed over to you once you leave IMpulse Consultancy
3. You are strictly not allowed to join any of our current / previous clientele for at least the tenure of 3 year from the date of joining
4. Work hours and applicable leaves: • Timings – 10:30 am to 7:00 PM IST (work timings may change Based on business need) • The work will be carried out on weekdays from Monday to Friday • Applicable Leaves: 1 paid leaves in a month are allowed (carry forwards or encashment not applicable)
5. Loyalty and performance Bonus - 100000/- (One Lakh only) will be given if the total billing of recruitment exceeds 50L at any point of time - Apart from 5% on recruitment
6. Either party can terminate this assignment by giving 30 days notice.

Please confirm your acceptance.

**For IMpulse Consultancy**

For IMpulse Consultancy  
  
Proprietor

Accepted





**Private & Confidential**

**Date: 7/18/2024**

**Mr. / Ms. Ahalam Khalily**

**Flat no: 504, Wing: D2, 5th Floor, Naren Hills Society, Off Salunke Vihar Road, Wanowrie, Pune – 411022**

### **Appointment Letter**

**Dear Ahalam,**

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

#### **1. Date of Joining**

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **DOJ (7/22/2024)**. In case your DOJ is after the payroll cutoff date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

#### **2. Salary**

Your gross compensation will be **Rs.2,60,368/- (Rupees Two Lakhs Sixty Thousand Three Hundred and Sixty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

#### **3. Performance Based Incentive**

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to 200% of your Performance Incentive. Your incentive payout will happen **quarterly**.

### **Gallagher Service Center LLP**

Regd. Office: 401 A,B,C,D,E,F and G, Delta #2, Gigaspace IT Park, Vimannagar, Pune - 411 014, Maharashtra (INDIA) Tel. : +91 20 6625 1700  
Brigade Magnum, 1st Floor (Wing-A) & 2nd Floor, International Airport Road, Amruthahalli, Kodigehalli Gate, Hebbal, Bengaluru - 560 092, (INDIA) Tel No.: +91 80 4034 3434 / 6191 6000

LLPIN: AAI- 5010 - ('Registered with Limited Liability')

(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2006PTC128475) up to February 07, 2017)

GSC/AFOL/Ver1.2



## Appointment Letter

Date: 01.07.2024

To,  
Sonali Jangda,  
Laxmi Nivas, flat no.1  
Dhole Patil Road, Pune-411001  
Mo. No-9561784582  
Email- [jangdasonali95@gmail.com](mailto:jangdasonali95@gmail.com)

Subject: Appointment letter for the post of "**Executive- HR & Admin**"

Dear Sonali,

With reference to your application and sub sequent interview with us, we are pleased to appoint you as "**Executive- HR & Admin**" in our organization on the following terms and conditions.

Your date of joining will be "**01<sup>st</sup> July 2024**". You shall report to our Office at 9:30 AM on the same day.

- You will be paid gross annual salary of Rs. Amount 250,068/- (Rupees Two Lakhs Fifty Thousand and Sixty-Eight Only).
- You will be on probation for six months, following which your services will be evaluated depending on your performance. The notice time will be one month both during and after probation. Following resignation, a one-month notice period should be completed. Otherwise, it will be subtracted from the FNF pay out.
- Absence for a continuous period of 5 days without information and prior approval of your superiors will result into a termination.
- You will be eligible for the leaves (paid leaves) as per company rules on your confirmation.
- During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
- 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.

For Floor-Space India Pvt. Ltd.

Kuldip Jadhav   
Manager-HR & Admin



to be continued.....

- 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 & Trademark 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 service 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 not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
- This appointment letter is being issued to you based on the information and particulars furnished by you in your application (including biodata), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
- 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.
- Apart from this you're staying and traveling arrangements will be done by the company. Only for, out of Pune location.
- When you work out of Pune, the company will provide you with a room. Please ensure that all room assets are handed over in their original condition to the room owner when you leave the room; if any assets are damaged by you, the cost will be deducted from your salary.
- As per company policy to maintain the project integrity and organization structure intact on all the ongoing projects & upcoming projects. It has been decided that none of the employees, workers, managers and directors will be allowed to join another company on the same ongoing projects. If anyone found not violating the rule or terms of employment, strict action will be taken and will be sued legally.
- As per company leave policy Coff should be take within 4 months of date of holiday work
- Compensatory off has not carried forward or encash of the separation/FNF





# FSIPL

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to Floor-Space India Pvt. Ltd. and look forward to a fruitful collaboration.

With best wishes,

For Floor-Space India Pvt. Ltd.

Kuldip Jadhav

Manager-HR & Admin



NAME : SONALI JANGDA  
POSITION: EXECUTIVE - HR & ADMIN

### SALARY BREAKUP

Sr. No	Components In salary	Percentage	Per month	Per annum
1	Basic Salary	50%	8,938	107,256
2	HRA	40%	3,575	42,900
3	Conveyance Allowances	15%	1,341	16,092
4	LTA	15%	1,341	16,092
5	Medical Allowance	15%	1,341	16,092
6	Special Allowances	Balance Amt.	1,340	16,080
7	<b>Total Gross Salary</b>		<b>17,876</b>	<b>214,512</b>
8	PF Contribution by Employee	12%	1,234	14,808
9	ESI Contribution by Employee	0.75%	104	1,248
10	Professional Tax (PT)		-	-
11	<b>Total Deductions (PF+ESI+PT)</b>		<b>1,338</b>	<b>16,056</b>
12	<b>Net Salary (Gross-Total deductions)</b>		<b>16,538</b>	<b>198,456</b>
<b>CTC Calculation</b>				
13	Employer PF Contribution (with admin charges)	13%	1,337	16,044
14	Employer ESI Contribution	3.25%	451	5,412
15	Gratuity	4.81%	430	5,160
16	Bonus	8.33%	745	8,940
17	Insurance		-	-
18	<b>CTC= Gross salary + (Employer PF+ ESI+Gratuity+Bonus+Insurance)</b>		<b>20,839</b>	<b>250,068</b>

Acceptance Signature

Date



HR Manager Signature