

PLACEMENTS DATA 2022-23

Training & Placement Cell Annual Report

AY: 2022-23

The Placement Cell of Pydah College of Engineering strives to scale new heights, and in the process, give a push start to students' careers. We operate round the year to provide not only job opportunities to the final year students but also internships to all the students of the college. It serves as an interface between the students and the Corporate. We aim to invite companies from various fields in order to make range of opportunities available for the students of all courses. This year was also fruitful as we could place 156 students into best companies and provide internship for III year students. This year 14 companies come to Pydah for placements which included GRAM TARANG, ARCIS, WIPRO, ULEARN, VERITY, LOGIC WORK, INCRESOL, ZEN TECHNOLOGY, ZOLO, BYJUS, INTELLIPAT, NYROS, OSMOSYS SOFTWARE SOLUTIONS & GARUDA AERO SPACE LTD. Out of which students got selected in 9 companies successfully. We provide placements training across the year on Arithmetic, Reasoning, English, Soft skills and Technical skills. Apart from these we continuously organise workshops, seminars and ted talks on latest booming technologies.

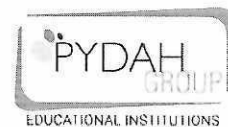
The placement cell also conducts group discussion session on regular basis. Students find it quite interesting to take part in these sessions. Before the drive we provide mock interviews to build confidence among the students which helps them to face the interviews. To conclude, all the activities of the Cell are carried out tirelessly by the placement cell team with the support of Management.

SNO	BRANCH	NAME OF THE STUDENT	COMPANY NAME	PACKAGE
1	B.Tech (AGRI)	BATHINA SIRISHA	GRAM TARANG	1.80 LPA
2	B.Tech (AGRI)	DEGALA SRI DURGA	GRAM TARANG	1.80 LPA
3	B.Tech (AGRI)	GUBBALA NAGA DURGA PRASAD	GRAM TARANG	1.80 LPA
4	B.Tech (AGRI)	GUDAPATI MUKESH BABU	GRAM TARANG	1.80 LPA
5	B.Tech (AGRI)	GURRAM UMA MAHESWAR RAO	GRAM TARANG	1.80 LPA
6	B.Tech (AGRI)	GUTTULA AYYAPPA	GRAM TARANG	1.80 LPA
7	B.Tech (AGRI)	JAGANNADHAM JASWANTH	GRAM TARANG	1.80 LPA
8	B.Tech (AGRI)	JYOTHULA BABJI	GRAM TARANG	1.80 LPA
9	B.Tech (AGRI)	KANNABATHULA ASHA	GRAM TARANG	1.80 LPA
10	B.Tech (AGRI)	KETHANI JAYA PRAKASH	GRAM TARANG	1.80 LPA

PYDAH COLLEGE OF ENGINEERING

(Approved by AICTE, New Delhi and Affiliated to JNTUK, Kakinada)

YANAM ROAD, PATAVALA KAKINADA, 533461, E.G.Dist,

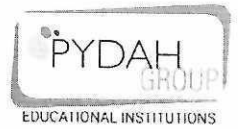


11	B.Tech (AGRI)	KOPPISETTI VASUDEVU	GRAM TARANG	1.80 LPA
12	B.Tech (AGRI)	MANDA MANIPRABHATH	GRAM TARANG	1.80 LPA
13	B.Tech (AGRI)	MUDDANA MANGA LAKSHMI	GRAM TARANG	1.80 LPA
14	B.Tech (AGRI)	NAMBURI TARUN	GRAM TARANG	1.80 LPA
15	B.Tech (AGRI)	PANDI GANESH	GRAM TARANG	1.80 LPA
16	B.Tech (AGRI)	PATTAPU SURENDRA	GRAM TARANG	1.80 LPA
17	B.Tech (CSE)	PILLI SATYASRI	ARCIS	1.32 LPA
18	B.Tech (ECE)	ANAKAPALLI SATYA SAI	ARCIS	1.32 LPA
19	B.Tech (ECE)	GANJA LEELA PRASANNA	ARCIS	1.32 LPA
20	B.Tech (ECE)	KASIREDDY HARI BABU	ARCIS	1.32 LPA
21	B.Tech (AGRI)	BOKAM SAI SOBHA RANI	ARCIS	1.32 LPA
22	B.Tech (AGRI)	CHAKKA KUMAR	ARCIS	1.32 LPA
23	B.Tech (AGRI)	CHEEPURU SINDHUJA	ARCIS	1.32 LPA
24	B.Tech (AGRI)	DODDA SWATHI	ARCIS	1.32 LPA
25	B.Tech (CSE)	KASARA LAKSHMI SRI	ARCIS	1.32 LPA
26	B.Tech (CSE)	KASARA RAMYA SRI	ARCIS	1.32 LPA
27	B.Tech (CSE)	KOPPISETTI SANDHYA	ARCIS	1.32 LPA
28	B.Tech (CSE)	MURALA SATYA BHARGAVI	ARCIS	1.32 LPA
29	B.Tech (CSE)	UNDI RAMALAKSHMI	ARCIS	1.32 LPA
30	B.Tech (CSE)	PINISETTI SOWMYA	ARCIS	1.32 LPA
31	B.Tech (MEC)	KAKARAPALLI SRI RAMULU	WIPRO	2.20 LPA
32	B.Tech (MEC)	MATTAPARTHY PRABHAVATHI	WIPRO	2.20 LPA
33	B.Tech (MEC)	SETTIBATTULA MANOHAR	WIPRO	2.20 LPA
34	B.Tech (MEC)	SHEIK ANVAR	WIPRO	2.20 LPA
35	B.Tech (ECE)	AKULA JHANSI RANI	WIPRO	2.20 LPA
36	B.Tech (ECE)	BOOLA KIRAN TEJA	WIPRO	2.20 LPA
37	B.Tech (ECE)	KANDAVALLI PUJITHA	WIPRO	2.20 LPA
38	B.Tech (ECE)	KORKKIRI BHANU PRAKASH	WIPRO	2.20 LPA
39	B.Tech (ECE)	KUPPULA AJAY KUMAR	WIPRO	2.20 LPA
40	B.Tech (ECE)	PADUCHURI DIVYA PRASANNA	WIPRO	2.20 LPA
41	B.Tech (ECE)	PATTA KRANTHI RAJ	WIPRO	2.20 LPA
42	B.Tech (CSE)	BOKKA VAGDEVI VEERA SOWMYA	WIPRO	2.20 LPA
43	B.Tech (CSE)	DASARI PARDHA CHANDU	WIPRO	2.20 LPA
44	B.Tech (CSE)	GANESHULA SAI RAGHAVA	WIPRO	2.20 LPA
45	B.Tech (CSE)	KALLURI BHAGYA RATHNAM	WIPRO	2.20 LPA
46	B.Tech (CSE)	KANCHI VEERA VENKATA RAMANA	WIPRO	2.20 LPA
47	B.Tech (CSE)	KETHANI RENUKA DEVI	WIPRO	2.20 LPA
48	B.Tech (CSE)	KOLLAMSETTY PADMA PRIYANKA	WIPRO	2.20 LPA
49	B.Tech (AGRI)	ALURI CHAITANYA	WIPRO	2.20 LPA
50	B.Tech (AGRI)	DONGA KRISHNA VAMSI	WIPRO	2.20 LPA
51	B.Tech (AGRI)	MUNGARA MANOJ KUMAR	WIPRO	2.20 LPA

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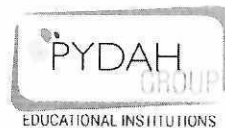


52	B.Tech (AGRI)	TANGELLA PRAVEEN RAJ	WIPRO	2.20 LPA
53	B.Tech (AGRI)	TANIKONDA RAMANAIAH	WIPRO	2.20 LPA
54	B.Tech (AGRI)	VAKKAPATLA SAI GANESH	WIPRO	2.20 LPA
55	B.Tech (AGRI)	VARIKUTI SANDEEP REDDY	WIPRO	2.20 LPA
56	B.Tech (AGRI)	YALLA SAI SIVA	WIPRO	2.20 LPA
57	B.Tech (ECE)	ANGADI SAI DURGA PRASAD	ULEARN	2.64 LPA
58	B.Tech (ECE)	DASARI SUNIL KUMAR	ULEARN	2.64 LPA
59	B.Tech (ECE)	KOMMUKURI SYAMBABU	ULEARN	2.64 LPA
60	B.Tech (ECE)	KUPPALA PADMAVATI SRINU VASAVI	ULEARN	2.64 LPA
61	B.Tech (ECE)	LINGAMKUNTA SWATHI	ULEARN	2.64 LPA
62	B.Tech (ECE)	YARLAGADDA SIVA KRISHNA	ULEARN	2.64 LPA
63	B.Tech (ECE)	MAHIPALA SIDDU VINAYAKA	ULEARN	2.64 LPA
64	B.Tech (CSE)	DEVUDU SHYAM KUMAR	ULEARN	2.64 LPA
65	B.Tech (CSE)	GARBHAPU BHARATHI	ULEARN	2.64 LPA
66	B.Tech (CSE)	KANCHI VINAY MAHESH	ULEARN	2.64 LPA
67	B.Tech (CSE)	KURAPATI DURGA GANESH	ULEARN	2.64 LPA
68	B.Tech (CSE)	KURUPUDI CHINNI	ULEARN	2.64 LPA
69	B.Tech (CSE)	MATHA LIKITHA SREE	ULEARN	2.64 LPA
70	B.Tech (AGRI)	KATTEMPUDI PRAVALLIKA	ULEARN	2.64 LPA
71	B.Tech (AGRI)	KHANDAVALLI SURENDRA	ULEARN	2.64 LPA
72	B.Tech (AGRI)	KILLADA VISHWA TEJA	ULEARN	2.64 LPA
73	B.Tech (AGRI)	KONGALA SRINIVASULU	ULEARN	2.64 LPA
74	B.Tech (AGRI)	KONNI RAKESH KUMAR	ULEARN	2.64 LPA
75	B.Tech (AGRI)	KOPPISETTI MONISHA	ULEARN	2.64 LPA
76	B.Tech (AGRI)	KOTAKONDA JAI BHARATH BABU	ULEARN	2.64 LPA
77	B.Tech (MEC)	ACHANTA SANTHOSH	VERITY	4.80 LPA
78	B.Tech (MEC)	CHINTAPALLI DEVI	VERITY	4.80 LPA
79	B.Tech (MEC)	KATE ABHIRAM	VERITY	4.80 LPA
80	B.Tech (MEC)	NAYAK SMITHANJALI	VERITY	4.80 LPA
81	B.Tech (CSE)	KURUPUDI SAI DEEPIKA	VERITY	4.80 LPA
82	B.Tech (CSE)	PALURI VEERA DURGA BRAHMAJI	VERITY	4.80 LPA
83	B.Tech (CSE)	SEELAM GOWTHAMI	VERITY	4.80 LPA
84	B.Tech (CSE)	TARALA HEMANTH KUMAR	VERITY	4.80 LPA
85	B.Tech (CSE)	THORATI VIJAYA LAKSHMI	VERITY	4.80 LPA
86	B.Tech (CSE)	VASAMSETTI GLORY	VERITY	4.80 LPA
87	B.Tech (CSE)	YERUKONDA DEVISREE	VERITY	4.80 LPA
88	B.Tech (CSE)	GUTTULA YUVA CHANDRA KISHORE	VERITY	4.80 LPA
89	B.Tech (AGRI)	POTHUBANDI SAI SIDHARTHA	VERITY	4.80 LPA
90	B.Tech (AGRI)	RONGALA DURGA MANIKANTA	VERITY	4.80 LPA
91	B.Tech (AGRI)	SAKILE PAVANI	VERITY	4.80 LPA
92	B.Tech (AGRI)	SRIMANTHULA SYAMALA	VERITY	4.80 LPA

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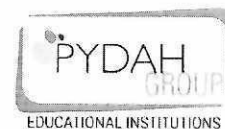


93	B.Tech (MEC)	BURIDI ABHILASH	LOGIC WORK	4.00 LPA
94	B.Tech (MEC)	THUTTA DURGA MALLESH	LOGIC WORK	4.00 LPA
95	B.Tech (MEC)	CHODISETTI SAIRAM	LOGIC WORK	4.00 LPA
96	B.Tech (MEC)	NEKURI JAGADEESH	LOGIC WORK	4.00 LPA
97	B.Tech (MEC)	VEMAGIRI KUMAR	LOGIC WORK	4.00 LPA
98	B.Tech (AGRI)	ARUDRA SOWMYA	LOGIC WORK	4.00 LPA
99	B.Tech (AGRI)	BAMMIDI LAXMI PRASAD	LOGIC WORK	4.00 LPA
100	B.Tech (AGRI)	BANTU YAMINI	LOGIC WORK	4.00 LPA
101	B.Tech (AGRI)	BEVARA RAGHU	LOGIC WORK	4.00 LPA
102	B.Tech (AGRI)	BILLAPPAGARI DIVYA	LOGIC WORK	4.00 LPA
103	B.Tech (AGRI)	BOYI PEDA BABU	LOGIC WORK	4.00 LPA
104	B.Tech (AGRI)	CHERUKUBILLI MOUNIKA	LOGIC WORK	4.00 LPA
105	B.Tech (AGRI)	DOLA DIVYA	LOGIC WORK	4.00 LPA
106	B.Tech (AGRI)	ELIPE SUMANTH	LOGIC WORK	4.00 LPA
107	B.Tech (AGRI)	GUNDA SOMAPPA	LOGIC WORK	4.00 LPA
108	B.Tech (ECE)	KOPPISETTI DEVI	INCRESOL	1.80 LPA
109	B.Tech (ECE)	MADHAVABHOTLA CHANDRA HARIKA	INCRESOL	1.80 LPA
110	B.Tech (ECE)	BALABADRUNI SATYA SREE	INCRESOL	1.80 LPA
111	B.Tech (ECE)	MOHAMMAD SARDAR	INCRESOL	1.80 LPA
112	B.Tech (ECE)	SURISETTI KEERTHANA	INCRESOL	1.80 LPA
113	B.Tech (AGRI)	GUTTULA LEELA SAI KAMAL	INCRESOL	1.80 LPA
114	B.Tech (AGRI)	JINKALA TRIVENI	INCRESOL	1.80 LPA
115	B.Tech (AGRI)	KADALI NAGENDRA	INCRESOL	1.80 LPA
116	B.Tech (AGRI)	KARRA MANOJ	INCRESOL	1.80 LPA
117	B.Tech (AGRI)	KATCHALA LEELA	INCRESOL	1.80 LPA
118	B.Tech (AGRI)	KATARU SWETHA	INCRESOL	1.80 LPA
119	B.Tech (AGRI)	KAVALI NAVEEN	INCRESOL	1.80 LPA
120	B.Tech (AGRI)	KAVATI NAGARAJU	INCRESOL	1.80 LPA
121	B.Tech (AGRI)	KODURU SANTOSH	INCRESOL	1.80 LPA
122	B.Tech (CSE)	PILLA NAGA LEELA SUMA	ZEN TECHNOLOGY	4.00 LPA
123	B.Tech (CSE)	TEKUMUDI MERSI SUNEETHA	ZEN TECHNOLOGY	4.00 LPA
124	B.Tech (CSE)	VUTA RAMANA	ZEN TECHNOLOGY	4.00 LPA
125	B.Tech (CSE)	TAMARANA MOUNIKA	ZEN TECHNOLOGY	4.00 LPA
126	B.Tech (MEC)	KUNISETTI SURESH GOPI	ZEN TECHNOLOGY	4.00 LPA
127	B.Tech (MEC)	TAMILISETTI SIVASHANKAR	ZEN TECHNOLOGY	4.00 LPA
128	B.Tech (MEC)	UNDAMATLA S VEERA SRIMANIKANTA	ZEN TECHNOLOGY	4.00 LPA
129	B.Tech (AGRI)	KUMBHA TRIVENI	ZEN TECHNOLOGY	4.00 LPA
130	B.Tech (AGRI)	KUSUMA GAYATHRI	ZEN TECHNOLOGY	4.00 LPA

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131	B.Tech (AGRI)	LAGUDU GIRIBABU	ZEN TECHNOLOGY	4.00 LPA
132	B.Tech (AGRI)	MUDE SRILATHA	ZEN TECHNOLOGY	4.00 LPA
133	B.Tech (AGRI)	NALLURI DEEVENA	ZEN TECHNOLOGY	4.00 LPA
134	B.Tech (AGRI)	NULU YESWANTH KISHORE	ZEN TECHNOLOGY	4.00 LPA
135	B.Tech (AGRI)	PAVULURI BHAVANA	ZEN TECHNOLOGY	4.00 LPA
136	B.Tech (AGRI)	PERUGU SRI HARI	ZEN TECHNOLOGY	4.00 LPA
137	B.Tech (AGRI)	PITHANI MOHAN KRISHNA	ZEN TECHNOLOGY	4.00 LPA
138	B.Tech (AGRI)	PULIGOTI VENKATA SIVA	ZEN TECHNOLOGY	4.00 LPA
139	B.Tech (AGRI)	AZMEERA SEKHAR	ZOLO	4.00 LPA
140	B.Tech (AGRI)	CHITTURI KRISHNA VAMSI	ZOLO	4.00 LPA
141	B.Tech (AGRI)	DUBAKALA BEULAH	ZOLO	4.00 LPA
142	B.Tech (AGRI)	LAVAD NANDINI BAI	ZOLO	4.00 LPA
143	B.Tech (AGRI)	MALLA VINAY HEMANTH	ZOLO	4.00 LPA
144	B.Tech (AGRI)	MENDAM YEKRAJU	ZOLO	4.00 LPA
145	B.Tech (AGRI)	NALAM RANADHEER	ZOLO	4.00 LPA
146	B.Tech (AGRI)	PETETI ROHITH	ZOLO	4.00 LPA
147	B.Tech (AGRI)	PILLA AKHIL	ZOLO	4.00 LPA
148	B.Tech (AGRI)	REEMALA VISHNU SAI	ZOLO	4.00 LPA
149	B.Tech (AGRI)	SANGEPU KEERTHI	ZOLO	4.00 LPA
150	B.Tech (AGRI)	SELAM ANIL KUMAR	ZOLO	4.00 LPA
151	B.Tech (AGRI)	SENAPATHI MOHAN	ZOLO	4.00 LPA
152	B.Tech (AGRI)	SIRIYALA MALATHI	ZOLO	4.00 LPA
153	B.Tech (AGRI)	SAYED SALEEMA	ZOLO	4.00 LPA
154	B.Tech (AGRI)	TADIBOYINA ASHOK	ZOLO	4.00 LPA
155	B.Tech (AGRI)	TELUGU BHARGAVI	ZOLO	4.00 LPA
156	B.Tech (AGRI)	YADALA RAJESH	ZOLO	4.00 LPA


Principal



Date: April 27, 2023

Dear Yadala Rajesh

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

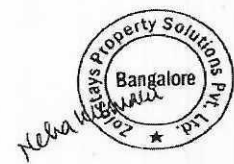
Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

Please note that once we receive your acceptance, we will start your background verification process and you will receive a mail from our Background Verification team, for the same. The execution of your employment agreement and confirmation of employment is subject to clearance from our Background Verification team and completion of other formalities as per the company policy.

Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangalore, Karnataka 560102



Date: April 27, 2023

Dear Telugu Bhargavi

Subject: Provisional Offer of Employment

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
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Date: April 27, 2023

Dear Tadiboyina Ashok

Subject: Provisional Offer of Employment

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
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CIN U74900KA201EPTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangalore, Karnataka 560102



Date: April 27, 2023

Dear Sayed Saleema

Subject: Provisional Offer of Employment

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
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Bangalore, Karnataka 560102



Date: April 27, 2023

Dear Sriyala Malathi

Subject: Provisional Offer of Employment

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Pay Classification:	Variable

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Please note that once we receive your acceptance, we will start your background verification process and you will receive a mail from our Background Verification team, for the same. The execution of your employment agreement and confirmation of employment is subject to clearance from our Background Verification team and completion of other formalities as per the company policy.

Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangalore, Karnataka 560102



Date: April 27, 2023

Dear Senapathi Mohan

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Selam Anil Kumar

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Sangepu Keerthi

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangalore, Karnataka 560102



Date: April 27, 2023

Dear Reemala Vishnu Sai

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Pilla Akhil

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

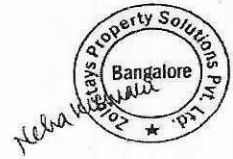
Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Peteti Rohith

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Nalam Ranadheer

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Mendam Yekraju

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC:Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Malla Vinay Hemanth

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangaluru, Karnataka 560102



Date: April 27, 2023

Dear Lavad Nandini Bai

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

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CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Dubakala Beulah

Subject: Provisional Offer of Employment

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Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTCC60643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Chitturi Krishna Vamsi

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bengaluru, Karnataka 560102



Date: April 27, 2023

Dear Azmeera Sekhar

Subject: Provisional Offer of Employment

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/Title:	Associate - Business Development
Date of Joining	June 24, 2023
Location:	Bangalore

Total CTC: Your all-inclusive annual CTC of Rs. 600000 (Six Lakhs Only) will be payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deductions in case applicable. The detailed break-up of the pay structure and applicable policies will be provided along with the employment agreement, at the time of joining.

Compensation Details:

Fixed Component:	Rs. 400000
Annual Performance Amount:	Rs. 200000
Pay Frequency:	Annual
Pay Classification:	Variable

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Zolostays Property Solutions Pvt. Ltd.,



Neha Kumari, Senior Manager - HR

ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

☎ 888 010 8010
🌐 www.zolostays.com
CIN U74900KA2015PTC080643

Registered Address
1190, 22nd Cross Rd, Sector 3, HSR Layout,
Bangalore, Karnataka 560102



being there...

ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42 Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2381 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Nalluri Deevana

1. ***Congratulations and welcome to the family of Zenists.***
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
 - (b) You will be on probation for a period of **Three months**, and may be extended at the discretion of the management. Within this period your services are liable for termination without assigning any reasons or giving notice.
 - (c) You will be required to undergo the medical tests as per the process of company. This offer is subject to your being found medically fit. Your medical examination will be arranged before joining the organization
 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2306



ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2381 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

- ii) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of gross misconduct or if your overall performance is not satisfactory.
- iii) In the event you want to terminate the services with the company, you are required to serve the company with three months notice period or till the completion of the ongoing Project(s), whichever is later as per the company's resignation policy.
- (g) You are requested to join us on or before **07/05/2023**. In the event of you not joining us on or before the said date; the offer will automatically stand withdrawn.
- (h) On your day of joining, you are requested to report to HR Department at 09.00 hrs. Please carry the following documents with you:
- i. Experience/Salary/Relieving Certificate.
 - ii. Original Education qualification Certificates
 - iii. Eight recent passport size colour photos.
 - iv. Residence Proof
 - v. Aadhar Card mandatory (DOB should be in dd/mm/yyyy format)
 - vi. Photocopy of Driving License (if held)/PAN Card
 - vii. Last three month salary slips and six months bank statement.
 - viii. Individual passport size photos of spouse and children
(in case of married)
 - ix. Form 16
 - x. Aadhar copies of Family members
 - xi. Character & Antecedent Certificate
 - xii. UAN No & ESI IP no (Mandatory if registered previously)
- (i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.
3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2381 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Mude Srilatha

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
 - (b) You will be on probation for a period of **Three months**, and may be extended at the discretion of the management. Within this period your services are liable for termination without assigning any reasons or giving notice.
 - (c) You will be required to undergo the medical tests as per the process of company. This offer is subject to your being found medically fit. Your medical examination will be arranged before joining the organization
 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2306



ZEN TECHNOLOGIES LIMITED

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Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2381 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

- ii) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of gross misconduct or if your overall performance is not satisfactory.
- iii) In the event you want to terminate the services with the company, you are required to serve the company with three months notice period or till the completion of the ongoing Project(s), whichever is later as per the company's resignation policy.
- (g) You are requested to join us on or before **07/05/2023**. In the event of you not joining us on or before the said date; the offer will automatically stand withdrawn.
- (h) On your day of joining, you are requested to report to HR Department at 09.00 hrs. Please carry the following documents with you:
- i. Experience/Salary/Relieving Certificate.
 - ii. Original Education qualification Certificates
 - iii. Eight recent passport size colour photos.
 - iv. Residence Proof
 - v. Aadhar Card mandatory (DOB should be in dd/mm/yyyy format)
 - vi. Photocopy of Driving License (if held)/PAN Card
 - vii. Last three month salary slips and six months bank statement.
 - viii. Individual passport size photos of spouse and children
(in case of married)
 - ix. Form 16
 - x. Aadhar copies of Family members
 - xi. Character & Antecedent Certificate
 - xii. UAN No & ESI IP no (Mandatory if registered previously)
- (i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.
3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
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Email: info@zentechnologies.com Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Lagudu Giribabu

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
 - (b) You will be on probation for a period of **Three months**, and may be extended at the discretion of the management. Within this period your services are liable for termination without assigning any reasons or giving notice.
 - (c) You will be required to undergo the medical tests as per the process of company. This offer is subject to your being found medically fit. Your medical examination will be arranged before joining the organization
 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

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Contd..



CMMIDEV/5SM
Exp. 2022-01-30 / Appraisal #2306



ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5

Regd. Office: B-42, Industrial Estate, Sanath Nagar

Hyderabad - 500 018, Telangana, India

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Fax: +91 40 2381 3694

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(g) You are requested to join us on or before **07/05/2023**. In the event of you not joining us on or before the said date; the offer will automatically stand withdrawn.

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- viii. Individual passport size photos of spouse and children
(in case of married)
- ix. Form 16
- x. Aadhar copies of Family members
- xi. Character & Antecedent Certificate
- xii. UAN No & ESI IP no (Mandatory if registered previously)

(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear Kusuma Gayathri

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
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 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

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CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2306



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ZEN TECHNOLOGIES LIMITED

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- xi. Character & Antecedent Certificate
- xii. UAN No & ESI IP no (Mandatory if registered previously)

(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Date: 21/03/2023

Offer of Employment

Dear Kumbha Triveni

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2366



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ZEN TECHNOLOGIES LIMITED

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(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear Undamatla S Veera Srimanikanta

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMI DEV / 5SM
Exp. 2022-01-30 / Appraisal #2306



being there...

ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42, Industrial Estate, Sanath Nagar
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For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Tamilisetti Shivashankar

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2305



ZEN TECHNOLOGIES LIMITED

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Regd. Office: B-42, Industrial Estate, Sanath Nagar
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Corporate Identity Number: L72200TG1993PLC015939

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3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before **07/05/2023** as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Kuniseti Suresh Gopi

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2306



ZEN TECHNOLOGIES LIMITED

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For ZEN TECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear Tamarana Mounika

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp. 2022-01-30 / Appraisal #2300



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ZEN TECHNOLOGIES LIMITED

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- xi. Character & Antecedent Certificate
- xii. UAN No & ESI IP no (Mandatory if registered previously)

(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2381 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear Vuta Ramana

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
 - (b) You will be on probation for a period of **Three months**, and may be extended at the discretion of the management. Within this period your services are liable for termination without assigning any reasons or giving notice.
 - (c) You will be required to undergo the medical tests as per the process of company. This offer is subject to your being found medically fit. Your medical examination will be arranged before joining the organization
 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMIDEV / 5SM
Exp: 2022-01-30 / Appraisal #2306



being there...

ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5

Regd. Office: B-42, Industrial Estate, Sanath Nagar

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Corporate Identity Number: L72200TG1993PLC015939

ii) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of gross misconduct or if your overall performance is not satisfactory.

iii) In the event you want to terminate the services with the company, you are required to serve the company with three months notice period or till the completion of the ongoing Project(s), whichever is later as per the company's resignation policy.

(g) You are requested to join us on or before **07/05/2023**. In the event of you not joining us on or before the said date; the offer will automatically stand withdrawn.

(h) On your day of joining, you are requested to report to HR Department at 09.00 hrs. Please carry the following documents with you:

- i. Experience/Salary/Relieving Certificate.
- ii. Original Education qualification Certificates
- iii. Eight recent passport size colour photos.
- iv. Residence Proof
- v. Aadhar Card mandatory (DOB should be in dd/mm/yyyy format)
- vi. Photocopy of Driving License (if held)/PAN Card
- vii. Last three month salary slips and six months bank statement.
- viii. Individual passport size photos of spouse and children
(in case of married)
- ix. Form 16
- x. Aadhar copies of Family members
- xi. Character & Antecedent Certificate
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(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

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For ZEN TECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear Tekumudi Mersi Suneetha

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

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ZEN TECHNOLOGIES LIMITED

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For ZEN TECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear Pilla Naga Leela Suma

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMI DEV / 5SM
Exp. 2022-01-30 / Appraisal #2305



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Corporate Identity Number: L72200TG1993PLC015939

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- iv. Residence Proof
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- vi. Photocopy of Driving License (if held)/PAN Card
- vii. Last three month salary slips and six months bank statement.
- viii. Individual passport size photos of spouse and children
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- ix. Form 16
- x. Aadhar copies of Family members
- xi. Character & Antecedent Certificate
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(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

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For ZENTECHNOLOGIES LTD

Authorized Signatory



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Date: 21/03/2023

Offer of Employment

Dear NULU YESWANTH KISHORE

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

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CMMI DEV / 5SM
Exp: 2022-01-30 / Appraisal #2306



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Regd. Office: B-42, Industrial Estate, Sanath Nagar

Hyderabad - 500 018, Telangana, India

Phone: +91 40 2381 3281/3294/2894 4894

Fax: +91 40 2381 3694

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Corporate Identity Number: L72200TG1993PLC015939

ii) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of gross misconduct or if your overall performance is not satisfactory.

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- viii. Individual passport size photos of spouse and children
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(i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.

3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Regd. Office: B-42, Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
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Fax: +91 40 2381 3694
Email: info@zentechnologies.com Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear PAVULURI BHAVANA

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

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CMMI DEV / 5SM
Exp: 2022-01-30 / Appraisal #2306



ZEN TECHNOLOGIES LIMITED

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3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before **07/05/2023** as stated at Para (h) above.

For ZENTECHNOLOGIES LTD

Authorized Signatory



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Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear PERUGU SRI HARI

1. ***Congratulations and welcome to the family of Zenists.***
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMI DEV / 5SM
Exp: 2022-01-30 / Appraisal #2306



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For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Fax: +91 40 2381 3604
Email: info@zentechnologies.com Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear PITHANI MOHAN KRISHNA

1. *Congratulations and welcome to the family of Zenists.*
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
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Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India



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Exp: 2022-01-30 / Appraisal #2306



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For ZEN TECHNOLOGIES LTD

Authorized Signatory



ZEN TECHNOLOGIES LIMITED

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Corporate Identity Number: L72200TG1993PLC015939

Date: 21/03/2023

Offer of Employment

Dear PULIGOTI VENKATA SIVA

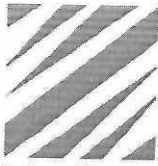
1. ***Congratulations and welcome to the family of Zenists.***
2. Thank you for showing your interest in joining with us as **Trainee Executive-CSD**. We are pleased to inform you that you have been considered for the above post subject to the following terms:
 - (a) Your monthly compensation, calculated on a cost-to-company (CTC) basis will be as discussed during the interview. This is confidential and should not be discussed with others. Your salary break-ups will be given along with your appointment order
 - (b) You will be on probation for a period of **Three months**, and may be extended at the discretion of the management. Within this period your services are liable for termination without assigning any reasons or giving notice.
 - (c) You will be required to undergo the medical tests as per the process of company. This offer is subject to your being found medically fit. Your medical examination will be arranged before joining the organization
 - (d) Your appointment will also be subject to satisfactory reference checks.
 - (e) You will be required to sign certain agreements like Confidential Information, Intellectual Property Protection and Employment Agreement etc with this organization, which shall be deemed to be part of the terms of your appointment.
 - (f) Termination of employment :
 - i) Your services may be terminated by the company upon giving 30 days notice or pay the net salary of 30 days in lieu of notice period.

Works: Plot No. 36, Hardware Park, Near Shamshabad International Airport, Hyderabad - 501 510, Telangana, India

Contd..



CMMI DEV / 5SM
Exp: 2022-01-30 / Appraisal #2300



being there...

ZEN TECHNOLOGIES LIMITED

Certified ISO 9001:2015, ISO 27001:2013, CMMI ML5
Regd Office: 8-42 Industrial Estate, Sanath Nagar
Hyderabad - 500 018, Telangana, India
Phone: +91 40 2381 3281/3294/2894/4894
Fax: +91 40 2361 3694
Email: info@zentechnologies.com, Website: www.zen.in
Corporate Identity Number: L72200TG1993PLC015939

- ii) The company shall have a right to terminate the services any time during the employment without paying any compensation or notice for an act of gross misconduct or if your overall performance is not satisfactory.
- iii) In the event you want to terminate the services with the company, you are required to serve the company with three months notice period or till the completion of the ongoing Project(s), whichever is later as per the company's resignation policy.
- (g) You are requested to join us on or before **07/05/2023**. In the event of you not joining us on or before the said date; the offer will automatically stand withdrawn.
- (h) On your day of joining, you are requested to report to HR Department at 09.00 hrs. Please carry the following documents with you:
- i. Experience/Salary/Relieving Certificate.
 - ii. Original Education qualification Certificates
 - iii. Eight recent passport size colour photos.
 - iv. Residence Proof
 - v. Aadhar Card mandatory (DOB should be in dd/mm/yyyy format)
 - vi. Photocopy of Driving License (if held)/PAN Card
 - vii. Last three month salary slips and six months bank statement.
 - viii. Individual passport size photos of spouse and children
(in case of married)
 - ix. Form 16
 - x. Aadhar copies of Family members
 - xi. Character & Antecedent Certificate
 - xii. UAN No & ESI IP no (Mandatory if registered previously)
- (i) Any declaration or documents furnished by you to the company in connection with this appointment/offer should be factually correct.
3. If the terms and conditions are acceptable to you, please sign and return the duplicate copy of this offer as a token of your acceptance and join for duty on or before 07/05/2023 as stated at Para (h) above.

For ZEN TECHNOLOGIES LTD

Authorized Signatory

Date: 19th Febraury 2023

Dear Koduru Santosh

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Inresol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Inresol family...!

Yours truly,
For Inresol Software Services Pvt. Ltd.



Handwritten signature

(Senior Human Resource)

Inresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

2. Probation Period

- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.

3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.

*** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
- 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.

6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incredsol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

- 7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Kavati Nagraju

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e.16th August 2023. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Inresol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Inresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
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Total Cost to Company	13,750	180,445

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

2. Probation Period

- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
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3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
- 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.

6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
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- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Kavali Naveen

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e.16th **August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

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Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

2. Probation Period

- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.

3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (**) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.

** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
- 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.

6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incredol Software Services Pvt. Ltd.

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and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

- 7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then relieving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Kataru Sweetha

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredsol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredsol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

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During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

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The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

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1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
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- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
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- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
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- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
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7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

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- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
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- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Katchala Leela

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredsol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredsol Software Services Pvt. Ltd.

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This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Inresol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Inresol family...!

Yours truly,
For Inresol Software Services Pvt. Ltd.



(Senior Human Resource)

Inresol Software Services Pvt. Ltd.

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Annexure – A - Compensation & Benefits

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1. Training Period

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- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then relieving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Karra Manoj

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incresol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Ingresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

2. Probation Period

- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.

3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
- 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.

6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Kadali Nagendra

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredsol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredsol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
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Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
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Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

2. Probation Period

- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.

3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (**) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
- 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.

6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

and the contractual obligation to be with Incredsol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredsol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
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- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Jinkala Triveni

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredsol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredsol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



Handwritten signature

(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

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Incesol Software Services Pvt. Ltd.

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Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. **Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
 - 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
 - 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
 - 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.
2. **Probation Period**
 - 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
 - 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.
3. **Goals Achievement**
 - 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.
4. **Review of Salary**
 - 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.
5. **Hours of Work**
 - 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
 - 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
 - 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.
6. **Agreement**
 - 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then relieving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Guttula Leela Sai Kamal

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e.16th **August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Inresol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Inresol family...!

Yours truly,
For Inresol Software Services Pvt. Ltd.



(Senior Human Resource)

Inresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. Training Period

- 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
- 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
- 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
- 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.

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- 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
- 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.

3. Goals Achievement

- 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.

4. Review of Salary

- 4.1. Your salary will be reviewed in the month of October of every financial year (**) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.

5. Hours of Work

- 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
- 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
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6. Agreement

- 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incesol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

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7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

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- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
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- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
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service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

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- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

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- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Suriseti Keerthana

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

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This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



Handwritten signature

(Senior Human Resource)

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
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EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. **Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
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- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
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- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Mohammad Sardar

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. **Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
 - 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
 - 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
 - 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.
2. **Probation Period**
 - 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
 - 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.
3. **Goals Achievement**
 - 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.
4. **Review of Salary**
 - 4.1. Your salary will be reviewed in the month of October of every financial year (**) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.
5. **Hours of Work**
 - 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
 - 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
 - 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.
6. **Agreement**
 - 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
- 9. Place of Posting and Transfer**
- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.
- 10. Termination of Service**
- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
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- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear Balabadruni Satya Sree

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
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Salary Components Breakdown

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Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

- 1. Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
 - 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
 - 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
 - 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.
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 - 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
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 - 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.

*** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.
- 5. Hours of Work**
 - 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
 - 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
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- 6. Agreement**
 - 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incredsol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
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- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
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- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

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- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
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- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear MADHAVABHOTLA CHANDRA HARIKA

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Inresol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Inresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Incredol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Incredol family...!

Yours truly,
For Incredol Software Services Pvt. Ltd.



(Senior Human Resource)

Incredol Software Services Pvt. Ltd.

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Annexure – A - Compensation & Benefits

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Incesol Software Services Pvt. Ltd.

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Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. **Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
 - 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
 - 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
 - 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.
2. **Probation Period**
 - 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
 - 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.
3. **Goals Achievement**
 - 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.
4. **Review of Salary**
 - 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.

*** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.
5. **Hours of Work**
 - 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
 - 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
 - 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.
6. **Agreement**
 - 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

and the contractual obligation to be with Incredol from the date of your joining and upto a period of 27 months (Twenty seven Months) from the date of joining at Incredol. Please note, non-execution of notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then relieving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.

Date: 19th Febraury 2023

Dear **Kopisetti Devi**

Congratulations..! Further to your subsequent interview with us, we are pleased to inform you that you have been selected for the position of **Trainee**.

Your appointment will be effective on your joining date, i.e. **16th August 2023**. Your reporting address and other administrative details are mentioned below.

1.	Reporting Supervisor	Pithani Likith Sai
2.	Location	Hyderabad
3.	Reporting Address	Sai Galleria, 4 th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Your compensation and benefit emoluments are detailed in **Annexure – A**.

On your joining, you are expected to enter into a mandatory service agreement for 2.3 years, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Incredol. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure – B**. The terms of this employment letter shall remain confidential and are not to be disclosed to any third party.

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

This letter of appointment is also conditional upon the execution of the "Non Compete Agreement" (Annexure - C).

We congratulate you on your appointment and wish you a long and successful career at Inresol. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth. We wish you a long, rewarding and fulfilling career.

Welcome to the Inresol family...!

Yours truly,
For Inresol Software Services Pvt. Ltd.



Handwritten signature

(Senior Human Resource)

Inresol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A - Compensation & Benefits

Annexure – A (i) – Compensation Post Training Period

Total Cash Compensation Elements (Annual in INR)		
(A) Annual Fixed Compensation	INR 165,000	
(B) Employee & Employer Performance Bonus Programme (EEPBP)	0 – 10%	
Annual Total Earning Potential (A+B)	Minimum	Maximum
	INR 165,000	INR 180,445

Salary Components Breakdown

Description	Per Month (in INR)	Annual (in INR)
Basic Pay	3,438	41,250
Housing Rent Allowance	1,375	16,500
Conveyance Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	1,375	16,500
Other Allowance	3,833	45,999
Total Gross Salary	12,871	154,449
Employer's contribution to PF	447	5,363
ESI Contribution	432	5,188
Total Fixed Compensation	13,750	165,000
Employee & Employer Performance Based Programme (EEPBP) (0 – 10% of Gross Salary)	-	15,445
Total Cost to Company	13,750	180,445

Incredol Software Services Pvt. Ltd.

Sai Galleria, 4th Floor, Plot No: 472, Road No.36, Jubilee Hills, Hyderabad – 500033.

Annexure – A (ii) – Stipend during Training

During the Training Period, a stipend of Rs. 8,000 (Eight Thousand Rupees only) per month.

B. Employee & Employer Performance Bonus Programme (EEPBP)

The Employee & Employer Performance Bonus Programme (EEPBP) is an element of total cash compensation which is linked to the most recent performance rating and performance of the organization during the review period which is October through September. All the employees who have completed a minimum of 6 months of service during the review period are eligible for EEPBP. The payout is subject to being on rolls of the organization and employees who are serving notice period are not eligible for this program. The application and interpretation of, and any determinations to, the EEPBP are at the sole discretion of the Employer. Employers may amend or terminate the EEPBP at any time.

EEPBP at your designation is **0 - 10%** of current annual gross salary for performance year 2023-24.

Annexure – B

1. **Training Period**
 - 1.1. You shall have a training program which would consist of classroom training and on-the-job training for three (3) months. Classroom and Hands on training would be purely based on technical requirements of the Organization. Your confirmation will be based on your performance in the training period. Based on business requirement, period of training can be extended for a further period of three months or part thereof.
 - 1.2. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training.
 - 1.3. During the Training Period, the Trainee is expected to be of utmost discipline and is expected to follow Timings of the Training, Rules and Regulations of the Organization during the Training, failing which shall result in termination of the Trainee.
 - 1.4. Training timings are subject to the availability of the Trainer and Organization discretion.
2. **Probation Period**
 - 2.1. Post completion of the Training Period, Your designation changes to **Associate Consultant**, you shall be on a probation period for one year (12 Months) and your services shall be confirmed upon your successful completion of the probation period. In this regard, the decision of the management shall be final and binding.
 - 2.2. At the time of appointment or joining or thereafter, you will have to execute undertaking(s) and other documents with regard to maintenance of the organizational secrecy to protect the interest of the company.
3. **Goals Achievement**
 - 3.1. You have to meet the monthly goals as assigned to you by the head of your department/Seniors/Company from time to time, In case of non - fulfillment of the goals at any time during the tenure of your service, it will be the discretionary power of the management to terminate your job.
4. **Review of Salary**
 - 4.1. Your salary will be reviewed in the month of October of every financial year (***) upon the basis of your performance, behavior, discipline, attitude, competence & achievements etc.
** Employees who completed at least six months of service by September will only be eligible for salary revisions. The Company reserves the right at its discretion to modify the salary revision terms at any time.
5. **Hours of Work**
 - 5.1. A working day shall comprise Nine (9) hours, irrespective of shifts, which includes a break for an hour.
 - 5.2. You may be required to work on a shift basis. Shifts may be scheduled across twenty-four (24) hours a day, seven (7) days a week and three hundred and sixty-five (365) days a year, subject to applicable laws. Company may, at any time and in its sole discretion, change the shift timings upon notice to you.
 - 5.3. Company may at any time, in its sole discretion, require you to work beyond nine (9) hours a day upon notice to you.
6. **Agreement**
 - 6.1. Our offer to you as a Trainee is subject to execution of necessary Service Agreement. You will be required to complete formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training

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7. Non Divulgence of Company's Business Information

7.1. You will not divulge or part with any information regarding the business of the company to anyone during the tenure of your employment with the company and thereafter, in case of your writing or contributing of your writing or contributing any article or review in any book, magazine, periodical or newspaper using the company's data or research bank, which is the company's intellectual property, you shall seek prior written permission of the management of the Company.

8. Employee's Responsibility and Obligations

- 8.1. You shall devote your full time and attention to your duties and responsibilities allotted to you and shall not indulge yourself in any business or part time service directly or indirectly in whatsoever manner.
- 8.2. Consumption of Tobacco, Pan Masala, and Alcohol etc. in the office is prohibited; any violation on this account may attract disciplinary action.
- 8.3. You shall not entertain any outsider or even an ex-employee of the group during office hours as per the norms of the company.
- 8.4. You shall supervise and manage your team and arrange and conduct training programs for your team, the cost of which shall be borne by the company, as per company norms so as to enhance and achieve the required level of competence.
- 8.5. You shall not open or create or design any alliance or front or politics among the staff members and shall not participate in any activities related to it, for your oblique motives or for the detriment of the company.
- 8.6. You will have to obtain prior written permission from the company before applying for any employment in any organization, but such permission cannot be constructed as a waiver of the terms and conditions of your employment.
- 8.7. You shall be open to get cross trained at any point of time as per the organizational requirement.
- 8.8. In case the management wishes to terminate your services, it can do so without giving any notice during the probation period and after successful completion of probation period, it can do so by giving 30 days' notice or basic salary in lieu thereof. In case you wish to discontinue the services of the company, the employee will have to give 90 days' notice in advance. Also the employee will not be relieved if he/she is involved in any critical ongoing project, in such case, then reliving is with discretion of the project manager who is leading the project in which employee is part of, failing which the company will be entitled to claim damages from you.
- 8.9. You shall not create or cause such circumstances by way of malpractice or other means or modes, which leave the company with no other option, except to terminate your employment. In such an event, your said termination will bear all those affected, impact incidence as if, you had resigned and consequently shall be liable.
- 8.10. Facility extended to you at a particular place will not constitute a permanent benefit by virtue of any prevalent practice or local law like Shops and Establishments etc.
- 8.11. Such benefits will cease to occur on your transfer to a new place where under local law or prevalent practice the same benefit is not available and such variance will not amount to change in your conditions.
- 8.12. Should the organization at any time be willing to sponsor you for any training program abroad or by an external vendor or sponsor the certification, it shall be obligatory on your part to execute a

service bond undertaking to serve the organization for minimum period as may be specified at the sole discretion of Management, and as per the terms and conditions set out by the organization.

- 8.13. Your individual remuneration is strictly between yourself and the organization. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.

9. Place of Posting and Transfer

- 9.1. During the probationary / training period thereafter, you shall be required to report at our office / to your seniors. You may be required to go to any of the offices / client locations at Hyderabad / out of Hyderabad for official purposes for a short / long duration.
- 9.2. Your services are transferable to any department / locations of the company at the discretion of the management.
- 9.3. In case of a transfer, the conditions of services, which are applicable for such place of transfer, to your category of staff, the same shall be applicable. However, the company shall bear the necessary expenses of transfer packaging and transportation within the expense limits as per the relocation norms of the company.

10. Termination of Service

- 10.1. If particulars furnished by you in your application / personal data form or during the interview or later during the tenure of your service in the organization as the case may be, are subsequently found to be incorrect.
- 10.2. If you are found guilty of misconduct, disobedience, inefficiency, misappropriation, misrepresentation, insubordination and or breach of any of the terms and conditions of your appointment and also of the rules and regulations of the organization as enforced from time to time.
- 10.3. If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntary termination of your service without notice.

11. General

- 11.1. You shall be subjected to the various rules, regulations, administrative policies and other policies of the company, which are time being in force or shall be formed and enforced from time to time. The management has absolute power and right to cease or to modify / review the regulations and the said policies from time to time with or without intimation to you.
- 11.2. At the same time, it should note that it is an offer letter only and its validity is restricted to receipt of your confirmation in this regard. Please sign the duplicate copy of this appointment letter as on your acceptance.



February 10, 2023

OFFER LETTER

Dear **Gunda Somappa**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopted by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goerenka
Founder & CEO

Annexure I

Name	Gunda Somappa	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Elipe Sumanth**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

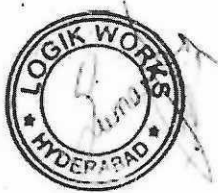
Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Elipe Sumanth	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Dola Divya**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**



Sumanjan Goerenka
Founder & CEO

Annexure I

Name	Dola Divya	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO



Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days



4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

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10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Cherukubilli Mounika**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Cherukubilli Mounika	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Boyi Peda Babu**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Boyi Peda Babu	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO



Annexure II Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

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4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

Privileged & Confidential

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Billappagari Divya**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goerenka
Founder & CEO

Annexure I

Name	Billappagari Divya	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemant Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days



4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Bevara Raghu**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**



Sumanjan Goerenka
Founder & CEO

Annexure I

Name	Bevara Raghu	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Bantu Yamini**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goerenka
Founder & CEO

Annexure I

Name	Bantu Yamini	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Bammidi Laxmi Prasad**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

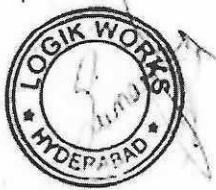
Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Bammidi Laxmi Prasad	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Arudra Sowmya**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Arudra Sowmya	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO



Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

Privileged & Confidential

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Vemagiri Kumar**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Vemagiri Kumar	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Nekuri Jagadeesh**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Nekuri Jagadeesh	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO



Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Chodisetti Sairam**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For **Logik Works**



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Chodisetti Sairam	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

Privileged & Confidential



Sumanjan Gorenka
Founder & CEO



Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one month's notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

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4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not beg in to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



February 10, 2023

OFFER LETTER

Dear **Thutta Durga Mallesh**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Thutta Durga Mallesh	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

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Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days



4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

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10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.

February 10, 2023

OFFER LETTER

Dear **Buridi Abhilash**

We are delighted to offer you the position of **Associate Trainer** with *Logik Works*. You will be based out of **Hyderabad** or any other location in the future as may be required by the Company from time to time.

Your joining will be given phase wise as per the company requirements and your availability. You will be under probation for a period of three to six months from the date of joining. The duration of probation depends on your learning & performance during the probation. Please treat the details of this offer with utmost confidentiality and please do not discuss or disclose them to any third party under any condition at any time.

Your compensation will be **Rs. 15,000 per month during probation**. Post successful completion of probation will be compensated a sum of **Rs. 4,00,000 per annum (Four Lac Rupees)**. Details are mentioned in Annexure I to this letter. Compensation will be paid monthly, and tax will be deducted at source, as applicable.

This offer will be valid for a period of 2 days from the date of its issue. Please sign the acceptance and revert the signed document.

You shall be under a service agreement of two-year excluding probation from the date of your joining. You will be governed by the terms and conditions in the letter of Appointment (Annexure II) as well as policies and practices adopt by the Company from time to time. You are expected to sign and abide by the Non-Disclosure Agreement ("NDA"), & Service Agreement as provided at the time of joining.

We are excited and confident that you will make an outstanding contribution at *Logik Works*. We also believe you will find the experience of joining us stimulating and rewarding, both professionally and personally. We look forward eagerly to welcoming you on board.

For Logik Works



Sumanjan Goeranka
Founder & CEO

Annexure I

Name	Buridi Abhilash	
Role	Associate Trainer	
Location	Hyderabad	
During Probation		
Component	Per Month	Per Annum
Basic	5000	60000
HRA	6000	72000
DTA	1200	14400
Special Allowance	2650	31800
*Professional Tax	150	1800
Fixed Gross	15000	180000
Net Salary	14850	178200
Retention Bonus	N/A	N/A
Total CTC	15000	180000
After Probation		
Basic	13333	160000
HRA	7667	92000
DTA	2483	29800
Special Allowance	5483	65796
*Professional Tax	200	2400
Fixed Gross	29166	349996
**Retention Bonus	4167	50000
Net Salary	28966	347596
Total CTC	₹ 33,333	₹ 4,00,000

Notes:

1. Other benefits/reimbursements would be provided as applicable as per the policies of the Company.
2. Please note that appropriate tax would be deducted at the applicable tax rates, as amended from time to time.
3. The company may change the compensation components mentioned above based on Income Tax guidelines and company policies at any time.

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Sumanjan Gorenka
Founder & CEO

Annexure II
Employment Agreement

This employment agreement ("the Agreement") is by and between **Logik Works** (the Company) and **Menta Hemanth Kumar** ("you/Employee") and is effective from the Employee's date of joining to the Company.

The terms and conditions of this employment agreement are mentioned below.

1. Duties and Services

During your employment with Company, you are always expected faithfully and to the best of your ability, experience and talent, perform to the Company's satisfaction, all of the duties that may be assigned to you, from time to time. While you are in employment with the Company, you will not engage in any other gainful employment, business, or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company or in hiring any employees of the Company.

2. Probation

You will be on probation for a minimum period of three to six months commencing from your date of joining the Company. If your performance is found satisfactory, at the end of your probation period, you will be confirmed in the services of the Company as per applicable terms and conditions. The probation period may be extended by a further period of up to three months at the discretion of the management of the Company. During the probation period, either party may terminate this employment agreement by giving the other party one months' notice and without assigning any reason. You will not be entitled to severance pay as a consequence of termination of employment during the probation period.

3. Termination

a) At will

Either party shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon two months' prior written notice by the party desirous of terminating this employment agreement or payment of equivalent salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu thereof. However, in case of resignation, the company reserves the right to accept the same from any date during the notice period and no salary in lieu of the unexpired notice period would be payable. You will not be eligible to avail leave during the notice period.

b) Breach or Misconduct

Notwithstanding anything herein, the Company shall be entitled to terminate this employment agreement, without notice, in the event you are found to have engaged in: (i) any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business. Misconduct includes, but is not limited to, dishonesty, theft, misrepresentation, breach of the Substance Abuse Policy; refusal to obey a reasonable command of Company or breach of the Code or applicable laws; (ii) any other act or omission, inconsistent with your duties; (iii) any breach of this employment agreement, the NDA or the Company policy; and, or, (iv) unauthorized absence beyond a period of three (3) days

4. Working Hours

The normal working hours are from 9.30 a.m. to 6.00 p.m. each day Monday to Saturday, including one (1) hour lunch break. The Company shall be free to amend and stagger the working hours in accordance with business requirements. You will be required to work additional hours as appropriate to fulfil the responsibilities of your role.

5. Salary Review

Your future salary reviews or role change shall be based on merit considering your periodic and consistent overall performance; business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

6. Non-Violation

You represent that by accepting the terms of this Agreement, you will not be in violation of the terms of any agreement with your previous employers or third parties.

7. Employee Non-Disclosure Agreement

You shall enter into an employee Non-Disclosure Agreement (NDA) as enclosed and shall be bound by all the terms and conditions contained therein.

8. Governing Laws

This contract shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this contract shall not affect the binding effect of the rest of the contract.

9. Access to Communication System

You shall use internal e-mail, voice mail, computer systems, etc. for work purposes and refrain from using them for personal purposes. Further, you agree that the Company may access or examine these systems, from time to time, pursuant to the Company's business requirements and in order to check if you have observed the Company regulations or if there have been any illegal or improper affairs.

10. Others

- a) You will keep the Company informed of any change in your residential address that may happen during employment of your service with the company.
- b) The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection
- c) All disputes arising out of this letter will be subject to the jurisdiction of the Hyderabad Court. And that the courts, tribunals and/or authorities at Hyderabad only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this contract of employment, irrespective of your working HQ being elsewhere at those times

11. Amendments

The Company reserves the rights, subject to applicable law, to amend the terms of these Agreement from time to time as legal requirements may dictate/ new guidelines may require.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing on each page of the offer letter and NDA and returning a copy of both the documents to the Company on or before your date of joining. This contract shall be concluded and effective only on you're delivering a signed copy of this letter and the accompanying NDA to us, provided that your compensation and benefits shall not begin to accrue until you commence working for the Company.

Declaration:

I have carefully read and understood the above offer including the attached terms and conditions and accept the same. I agree to be bound by rules and regulations of the Company as amended from time to time.



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Srimanthula Syamala

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2024.08.28 11:45:18 +05'30'

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Sakile Pavani

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Rongala Durga Manikanta

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

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- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
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The employee owes Verity any sums of money; or
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To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

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11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

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You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

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You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

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From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.11.18 14:47:05 +05'30'

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Reason: I am the signer of this document.
Unique Identifier: 20072506310630000
Date: 2023.08.22 10:10:25 +05'30'

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Pothubandi Sai Sidhartha

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, ou=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN

Sirisha Dasari
Chief Operating Officer



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Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Guttula Yuva Chandra Kishore

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Sirisha Dasari
Chief Operating Officer

Digitally signed by Sirisha Dasari
DN: c=IN, o=Verity Knowledge Solutions Private Limited, ou=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, cn=Sirisha Dasari
Date: 2023.08.23 16:47:48 +05'30'



Verity Knowledge Solutions Pvt. Ltd.
Office Floor I, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Yerukonda Devisreee

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

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To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

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As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.08.14 10:47:40 +05'30'

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Verity Knowledge Solutions Private Limited
100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Vasamsetti Glory

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

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3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

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There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

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The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Thorati Vijaya Lakshmi

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees. If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.03.22 11:47:46+05:30
Reason: I am the Signer

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.08.21 10:19:45+0530

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Tarala Hemanth Kumar

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Reason: I am the signer of this document.
Unique ID: 202404221814404831F
Serial: 1
Version: 1.0
Date: 2024.04.22 18:14:40 +05'30'

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN, postalCode=560001, serial=1234567890, version=3
Reason: I am the signer of this document.
MD5(Signed Data)=
Unique ID=

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Seelam Gowthami

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter “intellectual property” includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company’s rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.09.22 11:11:47 +0530

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Paluri Veera Durga Bramhaji

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Reason: I am the Signer
Date: 2023.08.22 18:19:49 +05:30

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Kurupudi Sai Deepika

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter “intellectual property” includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company’s rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Reason: I am the Signer
Date: 2023.10.27 11:47:08 +05:30

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Nayak Smithanjali

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
c=IN, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, cn=Sirisha Dasari
Reason: I am the Signer

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Kate Abhiram

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

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From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

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Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

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You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

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20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.08.22 10:14:40 +05'30'

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
2.5.4.22=Sirisha Dasari, 2.5.4.3=Sirisha Dasari, 2.5.4.4=Sirisha Dasari, 2.5.4.6=Sirisha Dasari, 2.5.4.7=Sirisha Dasari, 2.5.4.8=Sirisha Dasari, 2.5.4.9=Sirisha Dasari, 2.5.4.10=Sirisha Dasari, 2.5.4.11=Sirisha Dasari, 2.5.4.12=Sirisha Dasari, 2.5.4.13=Sirisha Dasari, 2.5.4.14=Sirisha Dasari, 2.5.4.15=Sirisha Dasari, 2.5.4.16=Sirisha Dasari, 2.5.4.17=Sirisha Dasari, 2.5.4.18=Sirisha Dasari, 2.5.4.19=Sirisha Dasari, 2.5.4.20=Sirisha Dasari, 2.5.4.21=Sirisha Dasari, 2.5.4.22=Sirisha Dasari, 2.5.4.23=Sirisha Dasari, 2.5.4.24=Sirisha Dasari, 2.5.4.25=Sirisha Dasari, 2.5.4.26=Sirisha Dasari, 2.5.4.27=Sirisha Dasari, 2.5.4.28=Sirisha Dasari, 2.5.4.29=Sirisha Dasari, 2.5.4.30=Sirisha Dasari, 2.5.4.31=Sirisha Dasari, 2.5.4.32=Sirisha Dasari, 2.5.4.33=Sirisha Dasari, 2.5.4.34=Sirisha Dasari, 2.5.4.35=Sirisha Dasari, 2.5.4.36=Sirisha Dasari, 2.5.4.37=Sirisha Dasari, 2.5.4.38=Sirisha Dasari, 2.5.4.39=Sirisha Dasari, 2.5.4.40=Sirisha Dasari, 2.5.4.41=Sirisha Dasari, 2.5.4.42=Sirisha Dasari, 2.5.4.43=Sirisha Dasari, 2.5.4.44=Sirisha Dasari, 2.5.4.45=Sirisha Dasari, 2.5.4.46=Sirisha Dasari, 2.5.4.47=Sirisha Dasari, 2.5.4.48=Sirisha Dasari, 2.5.4.49=Sirisha Dasari, 2.5.4.50=Sirisha Dasari, 2.5.4.51=Sirisha Dasari, 2.5.4.52=Sirisha Dasari, 2.5.4.53=Sirisha Dasari, 2.5.4.54=Sirisha Dasari, 2.5.4.55=Sirisha Dasari, 2.5.4.56=Sirisha Dasari, 2.5.4.57=Sirisha Dasari, 2.5.4.58=Sirisha Dasari, 2.5.4.59=Sirisha Dasari, 2.5.4.60=Sirisha Dasari, 2.5.4.61=Sirisha Dasari, 2.5.4.62=Sirisha Dasari, 2.5.4.63=Sirisha Dasari, 2.5.4.64=Sirisha Dasari, 2.5.4.65=Sirisha Dasari, 2.5.4.66=Sirisha Dasari, 2.5.4.67=Sirisha Dasari, 2.5.4.68=Sirisha Dasari, 2.5.4.69=Sirisha Dasari, 2.5.4.70=Sirisha Dasari, 2.5.4.71=Sirisha Dasari, 2.5.4.72=Sirisha Dasari, 2.5.4.73=Sirisha Dasari, 2.5.4.74=Sirisha Dasari, 2.5.4.75=Sirisha Dasari, 2.5.4.76=Sirisha Dasari, 2.5.4.77=Sirisha Dasari, 2.5.4.78=Sirisha Dasari, 2.5.4.79=Sirisha Dasari, 2.5.4.80=Sirisha Dasari, 2.5.4.81=Sirisha Dasari, 2.5.4.82=Sirisha Dasari, 2.5.4.83=Sirisha Dasari, 2.5.4.84=Sirisha Dasari, 2.5.4.85=Sirisha Dasari, 2.5.4.86=Sirisha Dasari, 2.5.4.87=Sirisha Dasari, 2.5.4.88=Sirisha Dasari, 2.5.4.89=Sirisha Dasari, 2.5.4.90=Sirisha Dasari, 2.5.4.91=Sirisha Dasari, 2.5.4.92=Sirisha Dasari, 2.5.4.93=Sirisha Dasari, 2.5.4.94=Sirisha Dasari, 2.5.4.95=Sirisha Dasari, 2.5.4.96=Sirisha Dasari, 2.5.4.97=Sirisha Dasari, 2.5.4.98=Sirisha Dasari, 2.5.4.99=Sirisha Dasari, 2.5.4.100=Sirisha Dasari

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Chintapalli Devi

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

a) Yourself leaving, abandoning or resigning from the services of the Company

Or

b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

The nature and demands of the off shoring industry are such that our clients and the market in which we operate determine employee working hours/shifts. There will be specific guidelines for individual functions/processes within the framework of the prevailing labour legislation. It is a condition of employment that an employee will work shifts if this is required. The minimum working hours for an employee per work week is 45 hours or depending on the business requirements.

9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

You should assume that all information that is made available to you in the course of your employment with the Company that is not already obviously in public knowledge is confidential.

Confidential information must not be used to trade on your own account or for trading by other persons such as family and friends. If you use information in this way you may be subject to criminal penalties and you are likely to be barred from further employment in the securities or futures industry.

Before the end of your employment with the Company you must return to the Company all confidential information without retaining it in any form. All other documents, data, manuals, security keys and other items that are the Company's property and in your possession or under your control, should also be returned at this time.

All intellectual property developed or created by you or with your assistance during your employment with the Company or at any time thereafter, unless otherwise agreed by the Parties, in the context of the business of Verity or related activities are the property of Verity and such rights or interest in any such property or information, if any, that you may have are prescribed by the law.

You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

Company.

In this letter "intellectual property" includes but is not limited to patents, patent applications, trade names, trademarks, service marks, copyright, design rights, inventions, improvements to procedures, innovations, trade secrets, writings and other confidential information. Any breach of the responsibilities and obligation set out in this letter may constitute misconduct and may result in summary dismissal.

17. Laws to be applied

The terms of this employment contract are exclusively based on and subject to Indian laws. Any legal disputes arising from this employment contract will be settled in conformity with Laws of India and shall be subject to the exclusive jurisdiction of the Courts in Hyderabad/Secunderabad/Rangareddy.

18. Company Regulations

You shall faithfully perform the duties assigned to you by the Company and shall fully comply with all the Company's rules, regulations and such other practices, systems, procedures which shall be communicated to you and which may be framed, amended, modified or omitted by the Company from time to time.

19. You will also be governed by the statutory laws enacted by the Central or State Government or local authorities, as may be applicable to you from time to time.

20. Severability

If any term or provision in this contract shall be held to be unenforceable, in whole or in part, such term or provision shall to that extent be deemed not to form part of this letter but the validity and enforceability of the remainder of this contract shall not be affected.

The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitally signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
Date: 2023.08.10 10:45:10 +05'30'

Sirisha Dasari
Chief Operating Officer

Annexure: Total Employment Cost

Details	Figures in INR
Basic	1,20,000
House Rent Allowances	48,000
Conveyance	19,200
Special Allowance	75,086
Statutory Bonus	12,000
Provident Fund	25,714
Fixed Salary	3,00,000
Gratuity	5,000
One-time relocation assistance	20,000
Internet Allowance	9,000
Additional Benefits	1,46,000
CTC	4,80,000

1. Gratuity:

You will be entitled for gratuity as per the Gratuity Act.

2. Subsidized meals & Transportation Facility:

You will be eligible for subsidized meals and transportation facility as per the Company policy.

3. Insurance Benefits:

You will be eligible for medical Insurance and Life Insurance cover as per the Company policy.

For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitalized by Sirisha Dasari
On: 09/06/2023 at 11:00:00 AM
IP: 192.168.1.100
Signature: 337744121186342686514634023
482626, 09/06/2023 11:00:00 AM
Verity Knowledge Solutions Private Limited
11, 12th Floor, 150/151, 152, 153, 154
4th Cross, 4th Stage, 4th Block, 4th Cross
Date: 09/06/2023 11:00:00 AM

Sirisha Dasari
Chief Operating Officer



Verity Knowledge Solutions Pvt. Ltd.
Office Floor 1, Building # 14
Raheja Mind space, Hitech City, Madhapur
Hyderabad – 500081

Tel: +91-40- 44608700;
Fax: +91-40- 44608799
Website: www.verity.co.in
Email: hr@verity.co.in

Verity Knowledge Solutions Pvt. Ltd.

PRIVATE & CONFIDENTIAL

21st January 2023

Dear Achanta Santosh

Following our recent discussions, we are pleased to offer you employment with Verity Knowledge Solutions Private Limited (“Verity” or the “Company”) under the following terms and conditions, subject to receipt of satisfactory responses to our reference enquiries and your pre-employment health screening.

The nature of the Company’s business demands that you are flexible with your approach to work to serve the best interests of our clients. Accordingly, you will be expected to undertake such other duties that may reasonably be allocated to you to take into account the changing needs of the Company’s business and your role within it. In this letter, the term “Verity” means any branch, subsidiary or affiliate of the Company.

1. Title & Reporting

Your title will be **Trainee in Presentations Department**, and you will report to the Manager of the business or such other executive as may be nominated from time to time.

2. Place of Work

You will be based at the Company’s offices in Hyderabad. You may be required to work elsewhere within Verity if so required. If Verity should ask you to transfer to another country, India would be regarded as your home location and any such transfer would be subject to your agreement.

3. Date of Commencement

Contingent upon our receipt of satisfactory responses to our reference enquiries and your pre-employment screening, your employment will commence on **18th May 2023** or an alternate date mutually agreed by you and the Company.

4. Total Employment Cost

Your total employment cost is **Rs 4,80,000/-** per annum. (Attached annexure gives the break-up.) It is the policy of the Company that total employment cost is reviewed annually.

5. Probationary Period

There shall be a probationary period of 3 months from the date of commencement of the employment, during which your performance will be evaluated, and only upon satisfactory performance, your employment in Verity shall be confirmed. Should Verity determine, during this period, that you are, for any

Verity Strictly Confidential

reason, unsuitable for the position, Verity may, either extend the probationary period for a duration which it deems fit, or, in its absolute discretion may terminate this agreement with no liability whatsoever, by giving one week's notice.

6. Resignation, Notice Period & Termination of Employment

Resignation is a voluntary separation initiated by the employee. All employees are required to give notice in writing in accordance with their offer letter/employment contract.

Resignation by Employee:

For employees who have been in the Organisation for a tenure less than a year, 1 month notice period will be required to be served by the employee, in the event the employee wants to terminate his employment/resign from the Company.

For employees who have been in the Organisation for a tenure of 1 year and above, 3 months notice period will be required to be served by the employee, in the event the employee wants to terminate his/her employment/resign from the Company.

- a. The employee should ensure effective knowledge transfer during his/her notice period. This will be classified as a "mandatory period of notice" and shall be decided by his Line Manager based on timelines required for the effective operations of the Company. His date of relieving shall therefore be mutually agreed by him and his Line Manager based on business requirements.
- b. If an employee fails to serve the contractual notice, he/she shall be liable to pay the Company a compensation equal to the employee's gross salary for the period of notice required to be served by him/ her, as decided and approved by the Management. The payment of such compensation may be waived by the Head of the Business or Head of HR. For this purpose, a notice given by an employee shall be deemed to be proper only if he/she remains in duty during the period of notice. In the event any legal, regulatory, audit enquiry or suspension is pending against an Employee, the Company may not accept his resignation, pending such inquiry.

Termination by Verity:

For employees who have been in the Organisation for a tenure less than a year, shall be given 1 month notice or 1 month gross pay in lieu thereof

For employees who have been in the Organisation for a tenure of 1 year and above, shall be given 3 month's notice or 3 month's gross pay in lieu thereof

Under any given circumstances, where management has not approved the compensation to be paid in lieu of notice period and if the employee fails to serve the "Mandatory period of notice", management reserves the right to term the employee as terminated and further enquiries will be addressed accordingly against him/her

- c. Notwithstanding anything contained herein to the contrary; Verity shall have the right to terminate an employee employed prior to the announcement of his/her graduation/post-graduation examination results, if, he/she fails to qualify/attain the required pass percentage in such graduation/post-graduation examination. For the avoidance of doubt, such termination shall be without notice and with immediate effect.
- d. Verity may refuse to accept the resignation of an employee on the following grounds:
 - If disciplinary proceedings have been instituted against or are proposed to be instituted against the employee;
 - If the employee is under an obligation to serve Verity for a specified period which has not yet expired;
 - If the employee is put on PIP and the employee has signed the same;

The employee owes Verity any sums of money; or
For any other sufficient grounds to be recorded in writing and communicated to the employee.

7. Liquidated Damages

For candidates whose notice period is bought out by Verity

In the event of:

- a) Yourself leaving, abandoning or resigning from the services of the Company

Or

- b) Your services being terminated by the Company for non performance, breach of any of the terms & conditions of your service or for any other reason whatsoever, during a period of 12 (Twelve) months from the date of joining, you will be liable to pay back to the Company all the additional Expenses incurred by the Company on you including additional reasonable liquidated damages that may be caused to the business of the Company on account of your leaving the services of the Company due to 7 (a) or (b) above.

8. Duties and Hours of Work

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9. Compliance Induction

To provide you with a better understanding of the Company's compliance policy, you will be invited to attend a Compliance Induction Training Session shortly after the commencement of your Employment.

10. Tax Payment

As to any remuneration provided to you by the Company, the Company will withhold any and all taxes and imposts required by law. You will be solely responsible for any applicable taxes and imposts as required by law.

11. Benefits

You are eligible for the benefits granted by the Company to its employee in India in accordance with the terms and conditions as set out in the Employee Handbook (as amended from time to time).

12. Holidays

You shall be entitled to holidays and sick leave in accordance with the Leave Policy of the Company as provided in the Employee Handbook.

13. External Employment, Appointments and Outside Interests

You will not be permitted to undertake business activities or other work where it is considered to be incompatible with the Company's interests. Although the Company has no desire to restrict your external

activities unreasonably, it must protect its own interests and those of all its employees.

If you wish to take up part-time employment with another employer or pursue outside business interests whilst still remaining in the Company's employment, you must request permission in writing (giving full details) from the Line Manager or Human Resources Department. The request will be investigated and, following a discussion with you, your Line Manager and Compliance, you will be informed of the Company's decision in writing. In the event that permission is refused, the decision of the Company will be final.

The Company operates an approval procedure for any external appointment or outside interests. The Line Manager or Human Resources Department must be informed, in the first instance, if you require any such approval.

14. Employment and Personal Information

From time to time throughout the course of your employment with the Company (which includes all its subsidiaries in India), or its authorised agent/s, the Company may request from you the voluntary provision of data/information relating to you for the purposes of the Company's administration and management of its employees and its businesses and for compliance with applicable procedures, laws and regulations. These purposes include but are not limited to, manpower planning, provision of compensation, benefits, and payroll, performance appraisals, personnel appointment announcements inside and outside Verity, compensation and benefits or other personnel related surveys, government statistics or returns or any form of governmental data request for any reason, insurance requirements, reference checks by the Company or any other person, avoidance of existing or potential conflicts of interests, requirements of regulatory or governmental authorities located inside or outside India and review of employment decisions by the Company.

You are aware that if you choose not to provide the aforesaid data/information to the Company, or its authorised agent, you may be denied benefits, promotions, transfers and/or employment or continued employment as a result of your decision.

You further agree, consent to and authorize the Company to hold, process, disclose or transfer, in or outside of India, any data/information held by Verity relating to you to any member of Verity, any internal or external consultants, professional or other advisers of Verity, any compensation or benefits or any other third party service providers or agents, providing services for or at the request of Verity, any regulatory or governmental authorities or authorized bodies having jurisdiction over Verity, any persons or bodies where the Company is required to do so by law or where the interests of Verity or public interest require disclosure, any actual or proposed assignee or successor of any part of Verity, or any person with your express or implied consent and any other person to achieve the aforementioned purposes.

15. Non-solicitation of Customers/Staff and Non-Compete

During the twelve months following termination of your employment with the Company, you shall not, directly or indirectly, either on your own account or in conjunction with any person or legal entity, recruit, solicit, induce, interfere with, or attempt to recruit, solicit, induce or endeavour to entice away from the Company:

Any person, firm or company for whom or which the Company (including its subsidiaries) either performed or actively solicited work or business during the period of 12 months prior to the date of the termination of your employment with the Company and with whom or which you have had dealings during the course of your employment,

Or

Any person who is employed by the Company at the time of termination of your employment and with whom you have had contact or supervised during the course of your employment.

- a. You agree to indemnify the Company for any damages incurred or suffered as a result of your breach thereof.

- b. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company or any of its partners.

For a period of one (1) year immediately following the termination of your employment, You will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company in which you were employed or any of its partners.

16. Confidentiality, Intellectual Property and Inventions

The operations of the Company involve almost all employees having knowledge of or access to the Company's commercially sensitive or secret information. You must always maintain highest degree of secrecy and keep confidential the records, documents and any such information relating to the business of the Company, which may be known to you or confided in you by any means in course of your employment with the Company. It is the responsibility and obligation of all employees to maintain the highest professional standards to ensure that this information is properly and professionally handled to protect the Company's commercial interests and to ensure compliance with regulatory and legal requirements. Failure to follow these principles will jeopardise the Company's reputation and business.

In addition to and without altering the legal obligations you already have to keep information confidential, you undertake (except for the purpose of properly performing your duties for the Company or unless required to do so by law or any regulatory or investigative authority or unless authorised to do so by your line manager or senior officer) either during the course of your employment or after it has ended, whether deliberately or otherwise, not to disclose or communicate any information that is confidential or belongs to the Company.

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You agree that you will at the request and expense of the Company:

- a. Give and supply all such information and assistance that may be reasonably necessary to enable the Company to use this intellectual property to its best advantage; and
- b. Execute all documents that may be necessary or desirable for obtaining patent or any other Intellectual Property Rights, or other appropriate protection for this intellectual property in such parts of the world as may be specified by the Company.

You should be aware that you may not for any purpose whatsoever use any such intellectual property in any way other than in the direct interest of the Company unless you obtain proper written permission from the

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The Company's Employee Handbook forms an integral part of the terms and conditions of this contract. You hereby acknowledge that the contents of the Employee Handbook are subject to any future changes at the discretion of the Company.

By signing this letter, you confirm that you have no criminal convictions and are not the subject of any investigation that may lead to a criminal conviction in India or elsewhere (other than for summary motoring offences). Furthermore, you have not been reprimanded or otherwise disciplined nor are currently being investigated by any regulatory or professional body in India and elsewhere. Any failure to disclose such matters may give rise to grounds for instant dismissal.

Kindly signify your acceptance of our offer of employment on the terms set out above by signing below and returning a copy of this letter to Verity Knowledge Solutions Private Limited, Hyderabad, India within seven days of the date of this letter, failing which this offer of employment will lapse.

We look forward to welcoming you to Verity and wish you a successful career with the Company.

Yours sincerely,

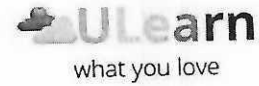
For Verity Knowledge Solutions Private Limited

**Sirisha
Dasari**

Digitaly signed by Sirisha Dasari
DN: cn=Sirisha Dasari, o=Verity Knowledge Solutions Private Limited, email=sirisha.dasari@verityks.com, c=IN
E=sirisha.dasari@verityks.com
E=sirisha.dasari@verityks.com

Sirisha Dasari
Chief Operating Officer

Branch Office: Jaggayyapeta
ULearn -Edu,
4-17,RCC Roof Building,
Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



Support@ulearn-edu.com
+91 9293051375

Dear **MATHA LIKITHA SREE**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

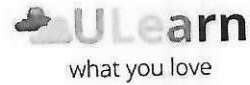
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

Branch Office: Jaggayyapeta
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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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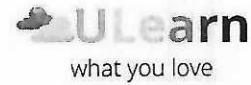


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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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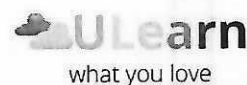
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

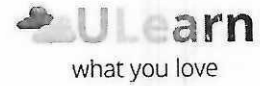
During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

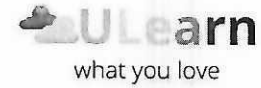
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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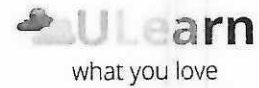


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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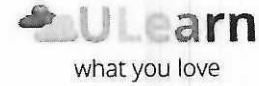


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **KURUPUDI CHINNI**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

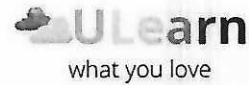
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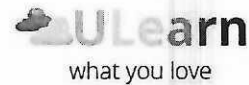
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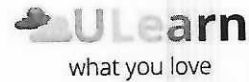


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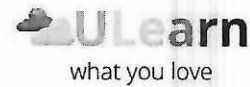
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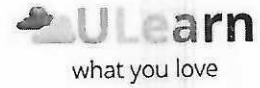
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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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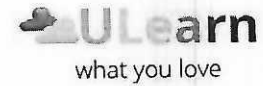
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N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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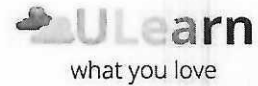


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
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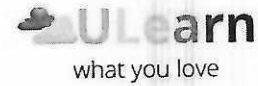


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Operations Executive G1		
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Dear **KURAPATI DURGA GANESH**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

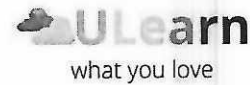
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

Branch Office: Jaggayyapeta
ULearn -Edu,
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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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+91 9293051375

1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

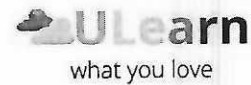
You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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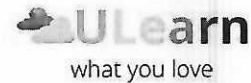


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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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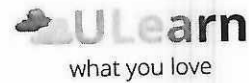
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at another firm/company/organization during the bond period.

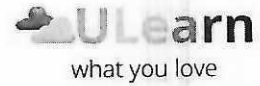
2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)
Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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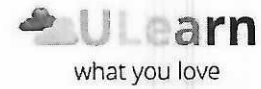
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

A handwritten signature in black ink that reads 'N.V. Ram Gopal'.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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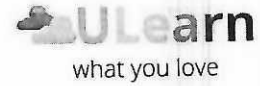


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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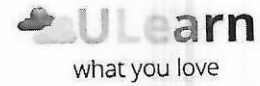


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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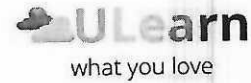
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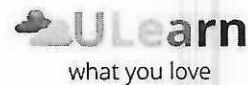
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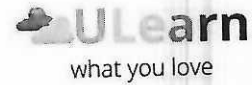


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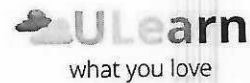
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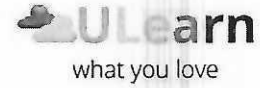
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(Refer Annexure).

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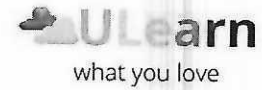
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
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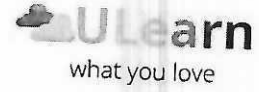


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Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

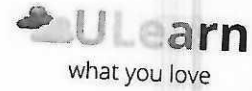
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

Branch Office: Jaggayyapeta
ULearn -Edu,
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Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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+91 9293051375

1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortlycommunicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

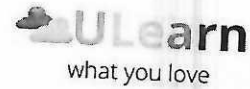
During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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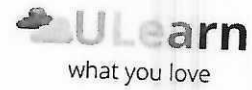
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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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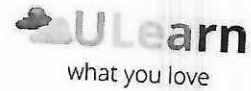
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

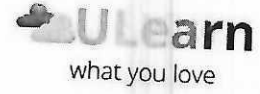
During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

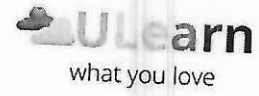
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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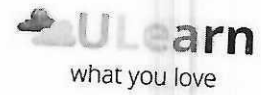


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **DEVUDU SHYAM KUMAR**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

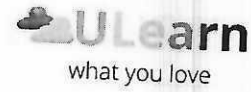
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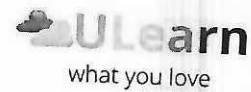
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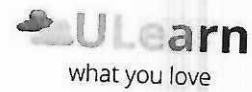


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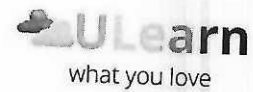
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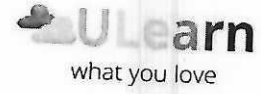
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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
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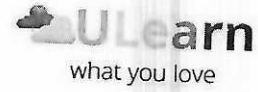


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Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **MAHIPALA SIDDU VINAYAKA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

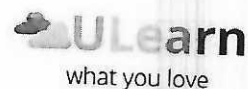
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This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-I.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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GSTIN :- 37KLYPS1085L1ZT



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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortlycommunicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

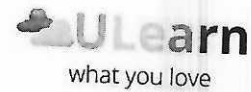
You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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5. BASKET OF ALLOWANCES(BOA)

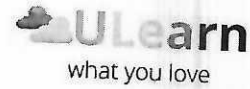
The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility of changing the amounts under each of the above-mentioned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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

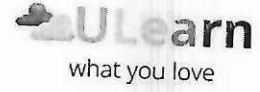
2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)
Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

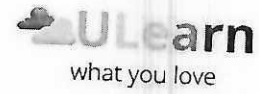
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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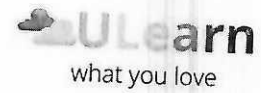


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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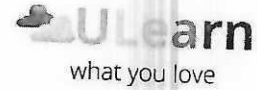


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **YARLAGADDA SIVA KRISHNA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

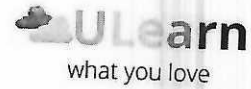
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
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1. WORKING HOURS:

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As per our discussion you will report to the Company on the joining date will be shortlycommunicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

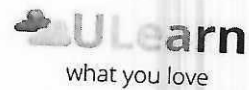
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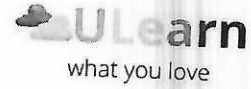


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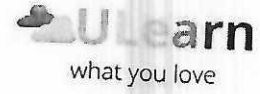
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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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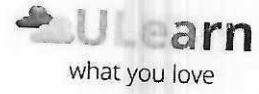
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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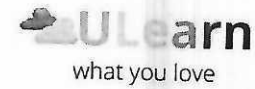


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Annexure 1

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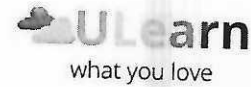
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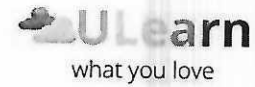


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- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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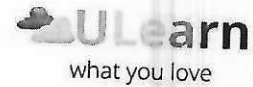
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

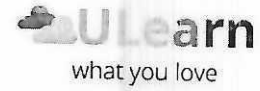
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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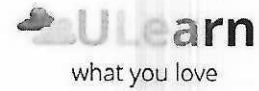


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **KUPPALA PADMAVATHI**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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2. EARNINGS

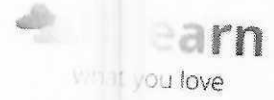
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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

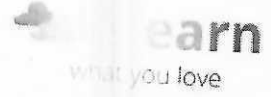
Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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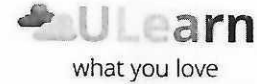


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
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House Rent Allowance (HRA)	6,900	82,800
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Dear **KOMMUKURI SYAMBABU**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

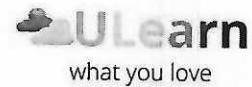
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- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

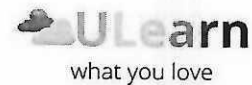
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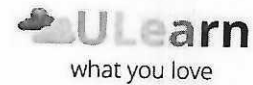


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4. NOTICE PERIOD and TERMINATION:

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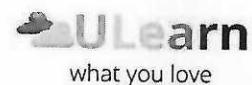
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

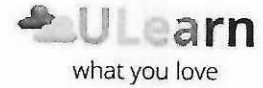
During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
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- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

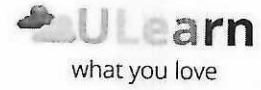
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

A handwritten signature in black ink that reads "N.V. Ram Gopal". The signature is written in a cursive style with some ink bleed-through from the reverse side of the page.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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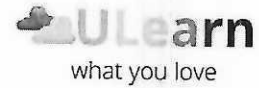


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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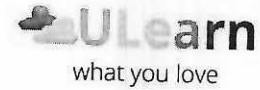


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **DASARI SUNIL KUMAR**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

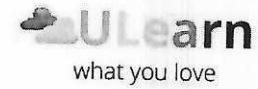
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

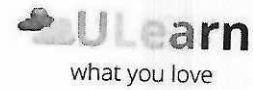
You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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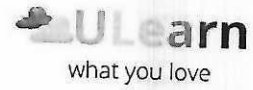


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4. NOTICE PERIOD and TERMINATION:

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- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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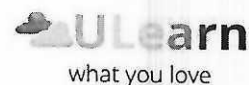
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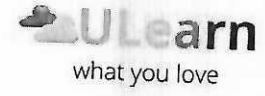
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(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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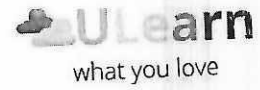
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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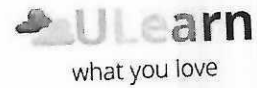


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
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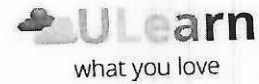


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
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Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Dear **ANGADI SAI DURGA PRASAD**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

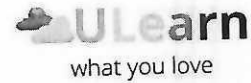
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- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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As per our discussion you will report to the Company on the joining date will be shortlycommunicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

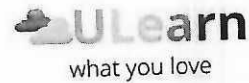
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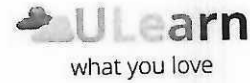


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 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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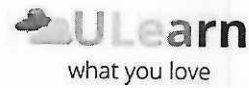
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

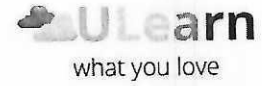
During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

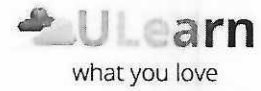
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

N.V. Ram Gopal.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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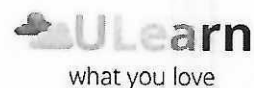


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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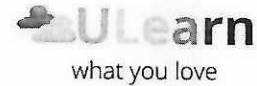


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **KUPPALA PADMAVATHI**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

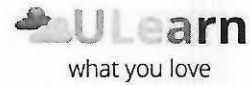
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortlycommunicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

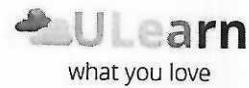
You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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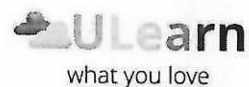


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- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
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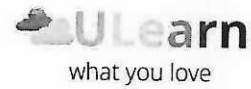
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the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

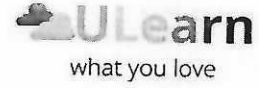
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Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

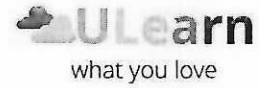
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

A handwritten signature in black ink that reads "N.V. Ram Gopal". The signature is written in a cursive, slightly slanted style.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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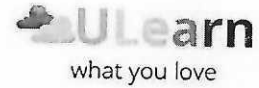


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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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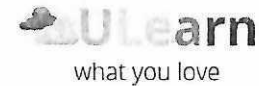


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
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Dear **KATTEMPUDI PRAVALLIKA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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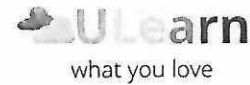


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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
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- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
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 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

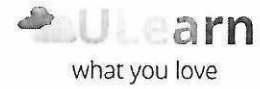
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

A handwritten signature in black ink that reads "N.V. Ram Gopal". The signature is written in a cursive style.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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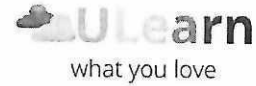


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **KHANDAVALLI SURENDRA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Addition-ally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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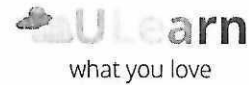
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The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Telephonic Allowance. You have the flexibility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

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During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

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Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

A handwritten signature in black ink that reads 'N.V. Ram Gopal'.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
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Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
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Fixed compensation (In Hand)	32,000	3,84,000
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Dear **KILLADA VISHWA TEJA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

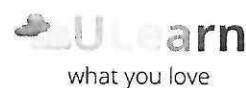
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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

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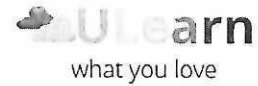
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Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

A handwritten signature in black ink that reads "N.V. Ram Gopal". The signature is written in a cursive style with some loops and flourishes.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

Branch Office: Jaggayyapeta
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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Dear **KONGALA SRINIVASULU**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

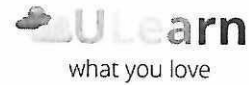
1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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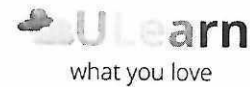
5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

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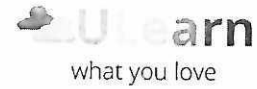
We hope you have a great learning experience with us and grow in the process of this role.

Thank you.

A handwritten signature in black ink that reads 'N.V. Ram Gopal'.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
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Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
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Dear **KONNI RAKESH KUMAR**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

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- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

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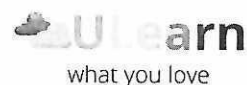


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4. NOTICE PERIOD and TERMINATION:

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 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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5. BASKET OF ALLOWANCES(BOA)

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

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2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9.

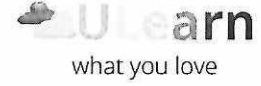
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Thank you.

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Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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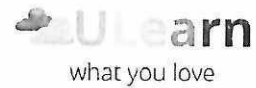


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Annexure 1

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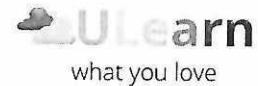


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Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

Branch Office: Jaggayyapeta
ULearn -Edu,
4-17,RCC Roof Building,
Vatsavai Mandal, RAMCO Cement Factory Dharmavarappadu,
Krishna, Andhra Pradesh,
GSTIN :- 37KLYPS1085L1ZT



Support@ulearn-edu.com
+91 9293051375

Dear **KOPPISETTI MONISHA**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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+91 9293051375

1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

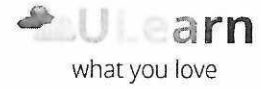
During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

Branch Office: Jaggayyapeta
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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

A handwritten signature in black ink that reads 'N.V. Ram Gopal'.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

Branch Office: Jaggayyapeta
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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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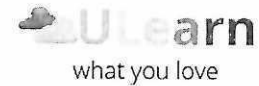


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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

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Support@ulearn-edu.com
+91 9293051375

Dear **KOTAKONDA JAI BHARATH BABU**

Subject: Appointment in the position of Business Development Executive

With reference to your application and subsequent interview you had with us, we are pleased to confirm your appointment for the above-said position in ULearn.

1. AGREEMENT CUM APPOINTMENT LETTER

This agreement is made on 15-12-2022 and the Joining date will be on 05-05-2023. WHEREAS The Company is desirous of appointing you as its Business Development Executive and the Employee has agreed to the terms and conditions outlined below.

2. NOW, THIS AGREEMENT WITNESSES as follows:

- Your monthly salary package will be as per the terms mentioned in this letter. Your compensation package may differ based on period reviews. This is as per the compensation policy applicable to other employees of your category in your respective departments as detailed in Annexure-1.
- The Employee shall perform such duties and exercise such powers, which may from time to time be assigned to or vested in him by the Company.
- The Employee shall, unless prevented by ill health or any unavoidable cause, during the continuance of the term of his office, devote his whole time, attention, and abilities to the business of the Company.
- The Employee shall obey the orders from time to time of the Board of Directors of the Company and in all respects conform to and comply with the directions given and regulations made by the Board. They shall well and faithfully serve the Company to the best of their abilities and shall make their utmost endeavors to promote the interests of the Company.
- The Company may terminate this agreement at any time before the expiry of the stipulated term by giving one month's notice in writing to him. The Company can terminate your contract any time if you commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct, or neglect in the discharge of your duties affecting the business of the Company.

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1. WORKING HOURS:

Your standard working hours will be 10:00AM to 8:30 PM, Monday through Saturday. Given your position in the Company, you shall effectively perform to ensure results. You will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Company may implement staggered work shifts from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Company to accommodate such staggered shifts.

As per our discussion you will report to the Company on the joining date will be shortly communicated by the Company as a Business Development Executive Trainee

2. TRAINING PERIOD:

You shall be on Training Period (Internship Period) for 5 months, from the date of joining the Company. The Company reserves the right to terminate the tenure of the job upon performance or behavioral grounds.

During the training/probationary period for matters related to discipline or performance, the Company reserves the right to act according to the company's policy. The salary during the months of probation will solely be dependent on performance based. Upon completing your work, you shall be receiving a stipend of up to Rs 10,000 to 12,000.

3. LEAVE:

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

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+91 9293051375

4. NOTICE PERIOD and TERMINATION:

- During the Training/Probation Period the Company reserves the right to terminate your employment and may give you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period. In case the termination is initiated by you for pre-closure of contract, you shall serve a notice period of 3 months. Serve for a period of 1 month without pay, also compensate the Company equivalent to the last drawn three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract.
- After confirmation of your service at the Company, the contract of employment is terminable by the Company. If you initiate the termination, The Company reserves the right to recover from you an amount equivalent to three months' salary which is based on annual fixed compensation, in lieu of breaking the service bond contract, subject to the release date being approved by the Company.
- If you initiate termination, it shall be treated as breach of contract and the Company may, at its discretion, relieve you from a date it may deem fit. The Company will agree to the release date in lieu of notice period. During the notice period, however, you shall cooperate with the Company in ensuring smooth and proper hand-over of your responsibilities, failing which the Company shall be authorized to withhold/forfeit your dues and recover from you a penalty up-to the equivalent of 3 month's salary. The Company also reserves the right to legally prosecute the employee in the case of breach of contract.
- The Company may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed
 1. Any heinous criminal act or any offence involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.),
 2. Sexual harassment (adjudicated guilty as per the Company's policy and local laws) or
 3. Other act that threatens or likely to damage Company's reputation or
 4. Any misconduct Or breach of terms and conditions outlined in this contract of employment including the Company's policies.
 5. Any activity leading to loss of business The Company also expects that you voluntarily disclose details of any of the above acts to the Company at the time of joining or during your employment with the Company, as applicable, based on which the Company may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

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5. BASKET OF ALLOWANCES(BOA)

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

6. NON-DISCLOSURE AGREEMENT

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

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1. NON-COMPETE AND NON-SOLICITATION

The Employee undertakes, agrees and covenants with the Company that for a period of 18 (nine) months from the termination/ expiry of this contract, as the case may be ("Non-Compete Period"), the Employee shall not, either directly or indirectly work with any company, association, firm, individual or carry on any activity, which is the same as, or similar to, or which competes or is reasonably likely to compete with, the business of the Company, including, but not limited, to any company involved in the field of Education technology. The Employee acknowledges that the restrictions on competitive activity of the Employee set forth in this contract are mainly to protect the value of the Company due to the loss of an employee. The Employee acknowledges and agrees that the covenants contained in this clause are no more extensive than is reasonable to protect the interests of the Company and to protect the business of

the Company. The Employee acknowledges and deems the terms and conditions of this contract, including the remuneration given hereunder, to be adequate consideration for giving the undertakings contained in this Clause. The Employee is not allowed to sit for the interview/ selection process at any other firm/company/organization during the bond period.

2. EARNINGS

During Internship which spans for a period of 2 months, mentioned in clause 9. month will be paid with monthly and quarterly incentives (Please note – In case during the internship the candidate decides to quit, our organization will not be liable to pay the above-mentioned stipend to the candidate and it is mandatory for each of the recruited candidate to complete his / her internship duration to be eligible to qualify for permanent placement and confirmation of internship completion documents.)

Post completion of Internship and based on individual performances, the intern will be inducted into the company as a permanent employee and the CTC will be revised to Business Development Executive G3.

(Refer Annexure).

Based on the performance of the employee for the next three months, they will be promoted to one of the three grades which are mentioned below in annexure

Branch Office: Jaggayyapeta
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- G 1: Gets a salary of INR 4 – 5.2 Lakhs PA.
- G 2: Gets a salary of INR 3.6 - 4 Lakhs PA.
- G 3: Gets a salary of INR 3.2- 3.6 Lakhs PA.

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

Thank you.

A handwritten signature in black ink that reads "N.V. Ram Gopal". The signature is written in a cursive style.

Nallagatla Vijaya Ram Gopal
Founder & HR Manager ULearn

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ULearn -Edu,
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Annexure 1

Operations Executive G3		
Components	Per month (INR)	Annual (INR)
Base Salary	16,000	1,92,000
House Rent Allowance (HRA)	5,000	60,000
Other allowance including flexible components	1,000	12,000
Performance based Incentive (Variable)	up-to 8,000	up-to 96,000
Fixed compensation (In Hand)	22,000	2,64,000
Cost to Company (CTC)		3,60,000

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Operations Executive G2		
Components	Per month (INR)	Annual (INR)
Base Salary	19,440	2,33,280
House Rent Allowance (HRA)	6,210	74,520
Other allowance including flexible components	1,350	16,200
Performance based Incentive (Variable)	up-to 6,333	up-to 76,000
Fixed compensation (In Hand)	27,000	3,24,000
Cost to Company (CTC)		4,00,000

Operations Executive G1		
Components	Per month (INR)	Annual (INR)
Base Salary	22,600	2,59,200
House Rent Allowance (HRA)	6,900	82,800
Other allowance including flexible components	2,500	18,000
Performance based Incentive (Variable)	up-to 7,500	up-to 90,000
Fixed compensation (In Hand)	32,000	3,84,000
Cost to Company (CTC)		4,50,000

PADMA



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Doddakannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KOLLAMSETTY PADMA PRIYANKA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUDHIL KALACHAR
Date: 2020.11.17 22:03:32 IST
Reason: Computer-generated signature
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0611
Doddakannelli F : +91 (80) 2644 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India G : L321D7KA1B45F1C02D800

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KETHANI RENUKA DEVI

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17 23:08:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0511
Doddekannalli F : +91 (80) 2644 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32102KA1645PLC020300

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KANCHI VEERA VENKATA RAMANA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

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Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUDHIL KALACHAR
Date: 2020.11.17 23:09:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddekannalli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : IL32102KA1945PLC020300

Sensitivity: Internal & Restricted

9618172



December 7, 2022

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KALLURI BHAGYA RATHNAM

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17.25:08:32 IST
Reason: Campus/Over Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32102KA1945PLC020300

Sensitivity: Internal & Restricted

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December 7, 2022

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear GANESHULA SAI RAGHAVA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUMIT KALACHAR
Date: 2020.11.17.21:39:32 IST
Reason: Compulsory for letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020300

Sensitivity: Internal & Restricted

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December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear DASARI PARDHA CHANDU

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUMIL KALACHAR
Date: 2020.11.17.22:09:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020300

Sensitivity: Internal & Restricted

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear BOKKA VAGDEVI VEERA SOWMYA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUMIL KALACHAR
Date: 2020.11.17 22:38:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0611
Doddekannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1845PLC020800

Sensitivity: Internal & Restricted

9618172

PADMA



December 7, 2022

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**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear PATTA KRANTHI RAJ

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

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**Aparna Shailen
General Manager - Human Resources**

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17.22:09:32 IST
Reason: Campus Mail Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannali F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1045PLC020900

Sensitivity: Internal & Restricted

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December 7, 2022

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear PADUCHURI DIVYA PRASANNA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUMIL KALACHAR
Date: 2020.11.17 23:09:32 IST
Reason: Computer Generated Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32107KA1045PLG020800

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**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear KUPPULA AJAY KUMAR

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

**Aparna Shailen
General Manager - Human Resources**

Signature Not Verified

Digitally signed by SUMIL KALACHAR
Date: 2020.11.17 23:05:32 IST
Reason: Carpus Over Lifter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32107KA1945PLC020800

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KORKIRRI BHANU PRAKASH

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIT KALACHAR
Date: 2020.11.17 20:32:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32102KA1945FLC020800

Sensitivity: Internal & Restricted

9618172

PADMA



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KANDAVALLI PUJITHA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17.21:39:32 IST
Reason: Campus/Other Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PIC.020800

Sensitivity: Internal & Restricted

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PADMA



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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear BOOLA KIRAN TEJA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUMIL KALACHAR
Date: 2020.11.17.20:32:18.1
Reason: Campus Over Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddekannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32192KA1945PLC020900

Sensitivity: Internal & Restricted

9618172

PADMA



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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear AKULA JHANSIRANI

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SURESH KALACHAR
Date: 2022.11.17 22:48:32 IST
Reason: Computer Generated
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddekannalli F : +91 (80) 2844 0256
Sarjapur Road E : hr@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32192KA1949FL0020300

Sensitivity: Internal & Restricted

9618172

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December 7, 2022

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Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SHEIK ANVAR

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17.23:59:32 IST
Reason: Computer User Error
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32102KA1B45PLC020800

Sensitivity: Internal & Restricted

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December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear SETTIBATTULA MANOHAR

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUDHIL KALACHAR
Date: 2020.11.17/21:08:32 IST
Reason: Campus Mail Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
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Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035,
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear MATTAPARTHY PRABHAVATHI

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SURESH KALACHARI
Date: 2020.11.17/21:08:32 +05'30
Reason: Campus/Other Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
DoddaKannalli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1545PLC020800

Sensitivity: Internal & Restricted

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Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear KAKARAPALLI SRI RAMULU

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Aparna Shailen
General Manager - Human Resources

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Digitally signed by SURESH KALACHAR
Date: 2022.11.17 11:08:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddekannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : L32102KA1945PLC020000

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December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear ALURI CHAITANYA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUDHAKAR ACHAR
Date: 2020.11.17 09:32:15-1
Reason: Campus/Other Letter
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2644 0011
Doddakannali F : +91 (80) 2644 0004
Sarjapur Road E : Info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : LQ2102KA1845F1C020000

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear DONGA KRISHNA VAMSI

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

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Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen". The signature is written in a cursive style and is positioned above a horizontal line.

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SURESH KALACHAR
Date: 2020.11.17.21:08:32 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited T: +91 (80) 2644 0611
Doddakannalli F: +91 (80) 2644 0656
Satyapuri Road E: info@wipro.com
Bengaluru 560 035 W: wipro.com
India C: IL32102KA1045ELEC020000

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear MUNGARA MANOJ KUMAR

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee -- Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUME KALAGHAR
Date: 2020.11.17.21:49:32:10
Reason: Computer-generated
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2644 0011
Doddakannali E : +91 (80) 2644 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020300

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear TANGELLA PRAVEEN RAJ

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

A handwritten signature in black ink, appearing to read "Aparna Shailen", written over a diagonal line.

Aparna Shailen
General Manager - Human Resources

I

Registered Office:

Wipro Limited T : +91 (80) 2844 0011

Signature Not Verified 19054

Digitally signed by SUMAL KALACHAR

Date: 2020.11.17/21:08:32 IST

Reason: Campus Mail L380

Location: Bengaluru

45F1C020800

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

**Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256**

Dear TANIKONDA RAMANAIAH

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

**Aparna Shailen
General Manager - Human Resources**

Signature Not Verified

Digitally signed by SURESH KALACHAR
Date: 2020.11.17.20:01:32 +05'30'
Reason: Campus OverLap
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0611
Doddakannalli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945F1C020300

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear VAKKAPATLA SAI GANESH

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For Wipro Limited,

Aparna Shailen
General Manager - Human Resources

I

Registered Office:

Wipro Limited T: +91 (0)2844 0011

Signature Not Verified +9054

Digitally signed by SRIJITHA LALAGHAR 910

Date: 2020.11.17 20:08:32 IST

Reason: Campus Offer Letter

Location: Bengaluru 45F1G020800

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear VARIKUTI SANDEEP REDDY

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

1

Registered Office:

Wipro Limited T: +91 (80) 2844 0011

Signature Not Verified 40054

Digitally signed by SURESH KALACHAR

Date: 2020.11.17/21:08:32 IST

Reason: Campus Mail Entry

Location: Bengaluru

4EPL00Z0900

Sensitivity: Internal & Restricted

9618172



December 7, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear YALLA SAI SIVA

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

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We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

Aparna Shailen
General Manager - Human Resources

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.11.17 11:38:32 IST
Reason: Computer-generated
Location: Bengaluru

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannalli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560035 W : wipro.com
India C : 132102KA1640PLC020800

Sensitivity: Internal & Restricted

9618172



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear PINISETTI SOWMYA

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

In this letter, we would like to outline the terms and policies of your internship with Arcis AI India Private Limited:

Working Hours: As an intern, you are expected to work for 8 hours per day, 5 days a week. Your working hours will be communicated to you during your induction and onboarding.

Work Location: All interns (other than remote) will be working at our offshore development office in Visakhapatnam. The address is Surya Villas, Floor 2, Ward, VIP Rd, opp. Canara Bank, Balaji Nagar, Visakhapatnam, Andhra Pradesh 530001.

Working Days: As an intern, you are expected to work for 5/6 days per week. Your working days will be communicated to you during your induction and onboarding.

Internship Period: April 21, 2023 to October 20, 2023

Stipend during Internship: You will receive a base stipend of 8000 per month during your internship period. The stipend will be paid to you on a monthly basis, subject to your satisfactory performance.

Continued.....



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

Upon successful completion of your internship, you will be eligible for an additional pay of INR 3000 Per month which will be determined based on your performance and the company's discretion and paid ONLY at the end of your successful Internship.

Please note that during the internship period, you will not be entitled to any leaves. The company determines holidays based on the intern's role. As an intern, you are expected to complete your assigned tasks in a timely manner, according to your designated role and responsibilities.

As part of your commitment to non-disclosure, you are strictly prohibited from disclosing any information that is considered confidential or proprietary to the company, both during and after your internship. During the internship tenure, you are expected to respect and adhere to all company and workplace policies that are communicated either verbally or in written format during induction and onboarding.

Please be aware that emergency leaves are granted at the discretion of the company. Taking leave without confirmation from HR or managers may result in termination of the internship. If you drop out of the internship midway, you will be responsible for paying the penalty of the training costs incurred by the company, including both physical and virtual resources, as determined by the company.

The management and company representatives have the right to cancel/alter the internship at any time, with or without notice, if the interns are found to be non-performers or in violation of the stated terms and policies, including but not limited to violating work ethics, disrespecting peers, or engaging in gossip. It is not within the rights of parents or college representatives to question the company's decision or its representatives. Please note that the terms and policies mentioned in this offer letter are subject to change at the discretion of the management, without prior notice.

Successful completion of Internship of the designated tenure while meeting the minimum performance criteria, as set by your respective managers in terms of performance metrics, will result in completion of your internship.

We hope that this internship program will be a valuable learning experience for you, and that you will be able to apply your knowledge and skills in your future endeavors.

Once again, congratulations on being selected for the Arcis AI Internship Program 2023. We look forward to having you on board!

Continued....



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

Please confirm your acceptance of this offer by signing at the bottom of every page and returning a copy of this letter to us before your internship start date. Your signature will serve as acknowledgement and agreement to the terms and policies outlined in this letter

Best Regards

Human Resources

Arcis AI India Private Limited, Visakhapatnam

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear UNDI RAMALAKSHMI

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

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Continued.....

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road, Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

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Once again, congratulations on being selected for the Arcis AI Internship Program 2023. We look forward to having you on board!

Continued....



Arcis AI India Pvt. Ltd.

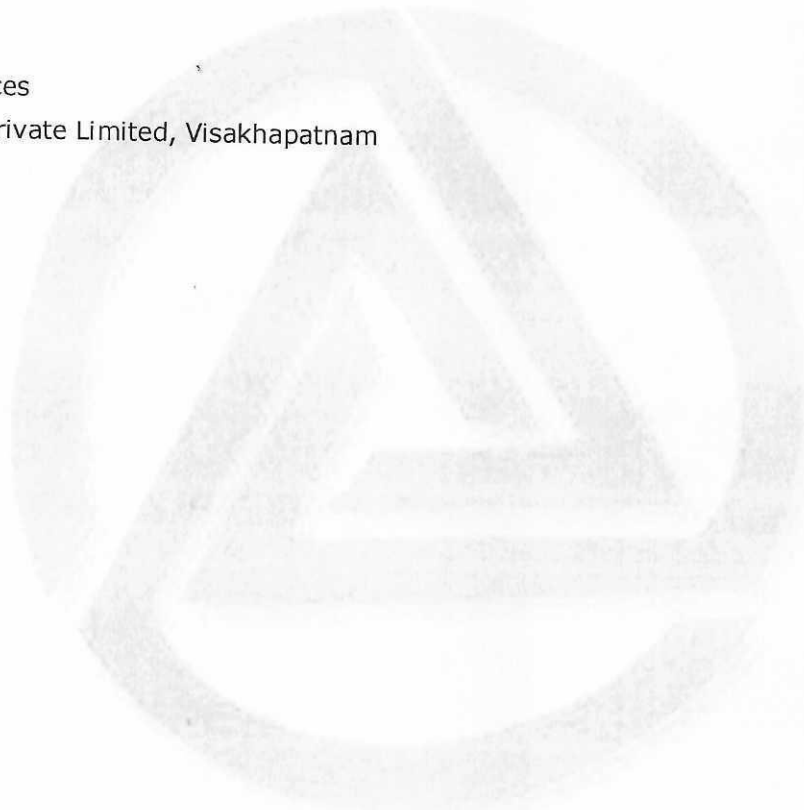
CIN: U72900AP2021FTC118901

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Best Regards

Human Resources

Arcis AI India Private Limited, Visakhapatnam



D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear MURALA SATYA BHARGAVI

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

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Continued.....

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road, Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

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Once again, congratulations on being selected for the Arcis AI Internship Program 2023. We look forward to having you on board!

Continued....

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road, Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

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Best Regards

Human Resources

Arcis AI India Private Limited, Visakhapatnam

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933. 91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear KOPPISETTI SANDHYA

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

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Continued.....

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

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Continued....



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

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Best Regards

Human Resources

Arcis AI India Private Limited, Visakhapatnam

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear KASARA RAMYA SRI

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

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Arcis AI India Pvt. Ltd.

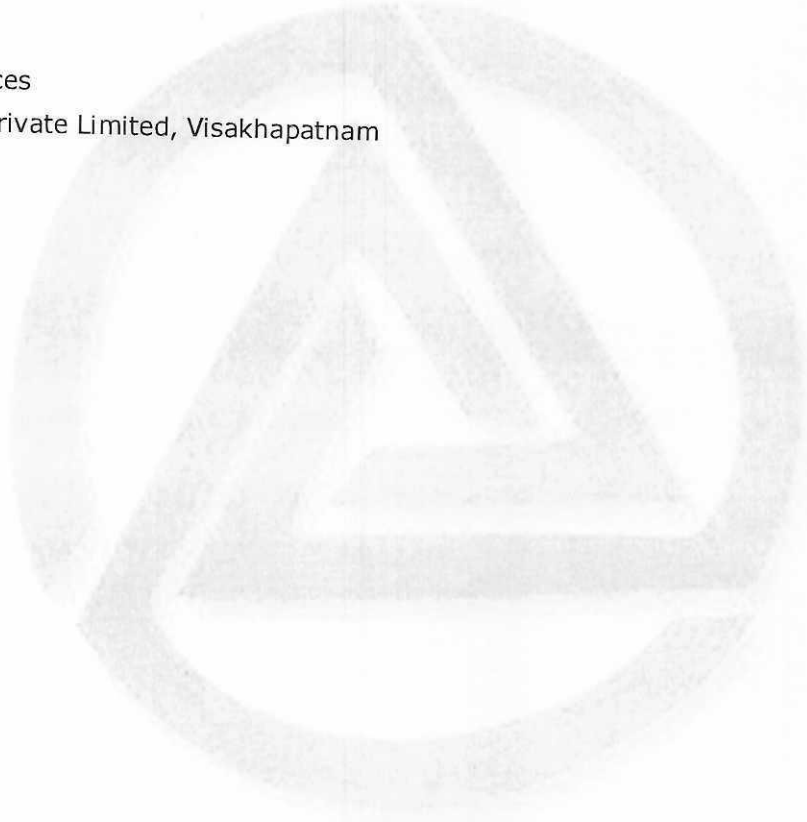
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November 18, 2022

Dear DODDA SWATHI

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Dear CHEEPURU SINDHUJA

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November 18, 2022

Dear CHAKKA KUMAR

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Dear BOKAM SAI SOBHA RANI

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Dear KASIREDDY HARI BABU

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Dear GANJA LEELA PRASANNA

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Work Location: All interns (other than remote) will be working at our offshore development office in Visakhapatnam. The address is Surya Villas, Floor 2, Ward, VIP Rd, opp. Canara Bank, Balaji Nagar, Visakhapatnam, Andhra Pradesh 530001.

Working Days: As an intern, you are expected to work for 5/6 days per week. Your working days will be communicated to you during your induction and onboarding.

Internship Period: April 21, 2023 to October 20, 2023

Stipend during Internship: You will receive a base stipend of 8000 per month during your internship period. The stipend will be paid to you on a monthly basis, subject to your satisfactory performance.

Continued.....

D.No.12-1-16 Plot No.49, 3rd Floor, SNo 1051, Opposite HDFC Bank, Waltair Main Road,
Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

Upon successful completion of your internship, you will be eligible for an additional pay of INR 3000 Per month which will be determined based on your performance and the company's discretion and paid ONLY at the end of your successful Internship.

Please note that during the internship period, you will not be entitled to any leaves. The company determines holidays based on the intern's role. As an intern, you are expected to complete your assigned tasks in a timely manner, according to your designated role and responsibilities.

As part of your commitment to non-disclosure, you are strictly prohibited from disclosing any information that is considered confidential or proprietary to the company, both during and after your internship. During the internship tenure, you are expected to respect and adhere to all company and workplace policies that are communicated either verbally or in written format during induction and onboarding.

Please be aware that emergency leaves are granted at the discretion of the company. Taking leave without confirmation from HR or managers may result in termination of the internship. If you drop out of the internship midway, you will be responsible for paying the penalty of the training costs incurred by the company, including both physical and virtual resources, as determined by the company.

The management and company representatives have the right to cancel/alter the internship at any time, with or without notice, if the interns are found to be non-performers or in violation of the stated terms and policies, including but not limited to violating work ethics, disrespecting peers, or engaging in gossip. It is not within the rights of parents or college representatives to question the company's decision or its representatives. Please note that the terms and policies mentioned in this offer letter are subject to change at the discretion of the management, without prior notice.

Successful completion of Internship of the designated tenure while meeting the minimum performance criteria, as set by your respective managers in terms of performance metrics, will result in completion of your internship.

We hope that this internship program will be a valuable learning experience for you, and that you will be able to apply your knowledge and skills in your future endeavors.

Once again, congratulations on being selected for the Arcis AI Internship Program 2023. We look forward to having you on board!

Continued....

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Best Regards

Human Resources

Arcis AI India Private Limited, Visakhapatnam

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Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear ANAKAPALLI SATYA SAI

Congratulations on being shortlisted for our Internship Program 2023! We are excited to welcome you to the Arcis AI family and are looking forward to working with you. As an intern, you will have the opportunity to learn and gain valuable industry knowledge, while also applying your academic and interpersonal skills.

In this letter, we would like to outline the terms and policies of your internship with Arcis AI India Private Limited:

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Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

November 18, 2022

Dear PILLI SATYASRI

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Once again, congratulations on being selected for the Arcis AI Internship Program 2023. We look forward to having you on board!

Continued...



Arcis AI India Pvt. Ltd.

CIN: U72900AP2021FTC118901

Please confirm your acceptance of this offer by signing at the bottom of every page and returning a copy of this letter to us before your internship start date. Your signature will serve as acknowledgement and agreement to the terms and policies outlined in this letter

Best Regards

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Arcis AI India Private Limited, Visakhapatnam

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Visakhapatnam, Andhra Pradesh 530002, India. Contact: 0891-6604933, +91 9652947708



Date: 11-09-2022

APPOINTMENT LETTER

Dear, PATTAPU SURENDRA

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

The following are the terms and conditions of your appointment at **Gram Tarang Inclusive Development Services Pvt. Ltd.** that must be carefully reviewed at your end before signing the letter:

JOB DESCRIPTION:

As a Drone Pilot, you must:

- Check drones before a flight to ensure safe and proper Agri operation.
- Analyse weather forecasts to ensure safe flights.
- Document pre- and post-flight logs.
- Monitor drones during flight.
- Plan drone flight routes.
- Navigate drones along designated paths.
- Gather information or produce aerial data, as needed.
- Perform equipment testing, troubleshooting and maintenance.
- Travelling by E-rickshaw to farmer's location for Demonstration of Drones.
- Flying Drones carrying farmer's fertilizers in farmer's fields.
- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLP)** as per the schemes launched by the organization from time to time.
- You will be entitled to annual **Medical Insurance Coverage**, as per rules of the Company.
- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

- You will maintain the highest standards of professional integrity, always. Indulging in indiscipline, encouraging groups among staff, breaching confidentiality, and disobeying the orders of superiors will be considered a violation of the code of conduct of the Company.
- The above list is by no means exhaustive and is only indicative in nature.
- If you leave the job within a year, you are liable to reimburse Training Fee of Rs. 65,000.

REVISION CLAUSE:

- This appointment is valid for the period and as per the specified terms unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.
- The renewed appointment could either be a simple renewal, or a renewal with a review of terms & conditions including the remuneration.

TERMINATION:

- The Company can terminate the employment if the performance standards are not met, or the code of conduct is violated. However, the same shall be guided by the principles of natural justice, and fair play, and may allow the employee reasonable chances of improvement unless the offenses are of grave nature.
- 2 Months notice period is a must in case of resignation and you need to clear all dues, obtain all necessary approvals / clearances before the last working day.
- No termination shall be affected without giving the party an opportunity to be heard.
- **The employment can be terminated** by the Employer by giving **one month's notice**.
- Generally, a **month's pay** shall be considered the equivalent of the **notice period**.

ADMINISTRATION:

- For this employment, the Administrative Officer shall be the administrative and joining authority; the HR Manager shall be the appeals authority.
- Wherever not mentioned, the rules of GTIDS from time to time as well as the general rules guiding good company standards will be referred to.
- However, such reference shall only take place if such specific terms are not mentioned in this letter.

Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





Date: 11-09-2022

APPOINTMENT LETTER

Dear, PANDI GANESH

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

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- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
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- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



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Regards

Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



APPOINTMENT LETTER

Dear, NAMBURI TARUN

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- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
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REMUNERATION:

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Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





Date: 11-09-2022

APPOINTMENT LETTER

Dear, MUDDUNA MANGA
LAKSHMI

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

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Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



Date: 11-09-2022

APPOINTMENT LETTER

Dear, MANDA
MANIPRABHATH

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- This appointment is valid for the period and as per the specified terms unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.
- The renewed appointment could either be a simple renewal, or a renewal with a review of terms & conditions including the remuneration.

TERMINATION:

- The Company can terminate the employment if the performance standards are not met, or the code of conduct is violated. However, the same shall be guided by the principles of natural justice, and fair play, and may allow the employee reasonable chances of improvement unless the offenses are of grave nature.
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ADMINISTRATION:

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- However, such reference shall only take place if such specific terms are not mentioned in this letter.

Regards

Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



Date: 11-09-2022

APPOINTMENT LETTER

Dear, **KOPISETTI VASUDEVU**

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

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- Document pre- and post-flight logs.
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- Plan drone flight routes.
- Navigate drones along designated paths.
- Gather information or produce aerial data, as needed.
- Perform equipment testing, troubleshooting and maintenance.
- Travelling by E-rickshaw to farmer's location for Demonstration of Drones.
- Flying Drones carrying farmer's fertilizers in farmer's fields.
- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLVP)** as per the schemes launched by the organization from time to time.
- You will be entitled to annual **Medical Insurance Coverage**, as per rules of the Company.
- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

- You will maintain the highest standards of professional integrity, always. Indulging in indiscipline, encouraging groups among staff, breaching confidentiality, and disobeying the orders of superiors will be considered a violation of the code of conduct of the Company.
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Regards

Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



Date: 11-09-2022

APPOINTMENT LETTER

Dear, KETHANI JAYA
PRAKASH

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

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- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

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REMUNERATION:

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Regards

Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



APPOINTMENT LETTER

Dear, KANNABATHULA ASHA

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PERFORMANCE STANDARD:

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REMUNERATION:

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Regards

Padmana Kumar
HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





Date: 11-09-2022

APPOINTMENT LETTER

Dear, JYOTHULA BABJI

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PERFORMANCE STANDARD:

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Regards

Padmana Kumar
HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





APPOINTMENT LETTER

Dear, JAGANNADHAM
JASHWANTH

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Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



APPOINTMENT LETTER

Dear, GUTTULA AYYAPA

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Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.



APPOINTMENT LETTER

Dear, GURRAM UMA
MAHESHWARA RAO

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Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





Date: 11-09-2022

APPOINTMENT LETTER

Dear, GUDAPATI MUKESH
BABU

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REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLVP)** as per the schemes launched by the organization from time to time.
- You will be entitled to annual **Medical Insurance Coverage**, as per rules of the Company.
- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

- You will maintain the highest standards of professional integrity, always. Indulging in indiscipline, encouraging groups among staff, breaching confidentiality, and disobeying the orders of superiors will be considered a violation of the code of conduct of the Company.
- The above list is by no means exhaustive and is only indicative in nature.
- If you leave the job within a year, you are liable to reimburse Training Fee of Rs. 65,000.

REVISION CLAUSE:

- This appointment is valid for the period and as per the specified terms unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.
- The renewed appointment could either be a simple renewal, or a renewal with a review of terms & conditions including the remuneration.

TERMINATION:

- The Company can terminate the employment if the performance standards are not met, or the code of conduct is violated. However, the same shall be guided by the principles of natural justice, and fair play, and may allow the employee reasonable chances of improvement unless the offenses are of grave nature.
- 2 Months notice period is a must in case of resignation and you need to clear all dues, obtain all necessary approvals / clearances before the last working day.
- No termination shall be affected without giving the party an opportunity to be heard.
- The **employment can be terminated** by the Employer by giving **one month's notice**.
- Generally, a **month's pay** shall be considered the equivalent of the **notice period**.

ADMINISTRATION:

- For this employment, the Administrative Officer shall be the administrative and joining authority; the HR Manager shall be the appeals authority.
- Wherever not mentioned, the rules of GTIDS from time to time as well as the general rules guiding good company standards will be referred to.
- However, such reference shall only take place if such specific terms are not mentioned in this letter.

Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





APPOINTMENT LETTER

Dear, GUBBALA NAGA DURGA
PRASAD

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

The following are the terms and conditions of your appointment at **Gram Tarang Inclusive Development Services Pvt. Ltd.** that must be carefully reviewed at your end before signing the letter:

JOB DESCRIPTION:

As a Drone Pilot, you must:

- Check drones before a flight to ensure safe and proper Agri operation.
- Analyse weather forecasts to ensure safe flights.
- Document pre- and post-flight logs.
- Monitor drones during flight.
- Plan drone flight routes.
- Navigate drones along designated paths.
- Gather information or produce aerial data, as needed.
- Perform equipment testing, troubleshooting and maintenance.
- Travelling by E-rickshaw to farmer's location for Demonstration of Drones.
- Flying Drones carrying farmer's fertilizers in farmer's fields.
- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLVP)** as per the schemes launched by the organization from time to time.
- You will be entitled to annual **Medical Insurance Coverage**, as per rules of the Company.
- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

- You will maintain the highest standards of professional integrity, always. Indulging in indiscipline, encouraging groups among staff, breaching confidentiality, and disobeying the orders of superiors will be considered a violation of the code of conduct of the Company.
- The above list is by no means exhaustive and is only indicative in nature.
- If you leave the job within a year, you are liable to reimburse Training Fee of Rs. 65,000.

REVISION CLAUSE:

- This appointment is valid for the period and as per the specified terms unless explicitly terminated by an order of the management. The appointment will be reviewed and renewed every year.
- The renewed appointment could either be a simple renewal, or a renewal with a review of terms & conditions including the remuneration.

TERMINATION:

- The Company can terminate the employment if the performance standards are not met, or the code of conduct is violated. However, the same shall be guided by the principles of natural justice, and fair play, and may allow the employee reasonable chances of improvement unless the offenses are of grave nature.
- 2 Months notice period is a must in case of resignation and you need to clear all dues, obtain all necessary approvals / clearances before the last working day.
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- The **employment can be terminated** by the Employer by giving **one month's notice**.
- Generally, a **month's pay** shall be considered the equivalent of the **notice period**.

ADMINISTRATION:

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Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





Date: 11-09-2022

APPOINTMENT LETTER

Dear, DEGALA SRI DURGA

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

The following are the terms and conditions of your appointment at **Gram Tarang Inclusive Development Services Pvt. Ltd.** that must be carefully reviewed at your end before signing the letter:

JOB DESCRIPTION:

As a Drone Pilot, you must:

- Check drones before a flight to ensure safe and proper Agri operation.
- Analyse weather forecasts to ensure safe flights.
- Document pre- and post-flight logs.
- Monitor drones during flight.
- Plan drone flight routes.
- Navigate drones along designated paths.
- Gather information or produce aerial data, as needed.
- Perform equipment testing, troubleshooting and maintenance.
- Travelling by E-rickshaw to farmer's location for Demonstration of Drones.
- Flying Drones carrying farmer's fertilizers in farmer's fields.
- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLVP)** as per the schemes launched by the organization from time to time.
- You will be entitled to annual **Medical Insurance Coverage**, as per rules of the Company.
- In addition, a **Personal Accident Cover of 20 lakhs shall be provided to you.**

OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

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ADMINISTRATION:

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Regards

Padmana Kumar

HR Manager

Gram Tarang Inclusive Development Services Pvt. Ltd.





APPOINTMENT LETTER

Dear, BATHINA SIRISHA

Welcome to **GRAM TARANG INCLUSIVE DEVELOPMENT SERVICES PVT. LTD.** We are pleased to offer you an Appointment as **Drone Pilot** at Gram Tarang Inclusive Development Services Pvt. Ltd. You are recruited on a contract basis and the contract will be valid for up to One Year commencing from your date of joining, which shall be on the **1st March 2023**, and your initial place of posting shall be at **Tenali, Andhra Pradesh** (*you may be ready to relocate to other locations within or outside the state based on organizational requirements*).

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- Billing & Collecting rental amount for drones used in farmer's Farm/Field.
- Ensure that the Drones & E-rickshaws are properly maintained.

PERFORMANCE STANDARD:

- You will have to maintain the highest standards of professional excellence in your work.
- You will be evaluated on the level of services provided by you based on the feedback from your Superiors/Management of the Company.

REMUNERATION:

- You will receive a Monthly consolidated pay of Rs **15,000/-** (Rupees Fifteen Thousand only).
- You will earn **ADDITIONAL Performance linked Variable Pay (PVLP)** as per the schemes launched by the organization from time to time.
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OTHER BENEFITS:

- You will be entitled to leaves, as per the rules of the Company.



CODE OF CONDUCT:

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Regards

Padmana Kumar
HR Manager



Gram Tarang Inclusive Development Services Pvt. Ltd.