

From: ENATEL
Sent: Tue, 9 Apr 2019 13:05:12 +0530
To: Rajni Ma'am
Cc: ashutosh kumar
Subject: Selected Student List in KIT VARanasi

Dear Mam pfa details of students who got selected in Campus recruitment drive at KIT.

- 1-Akshay Kumar
- 2-Aman Kr. Verma
- 3-Chhotelal Gupta
- 4-Kirti Kunald
- 5-Suresh
- 6-Harsh Raj

--

Thanks & Regards,



Abhishek Patel | Cluster Head | Lucknow UPE

Mob: +91-9369511110. Mail: ID:-abhishek@enatel.in

www.enatel.in

From: Malhotra, Priyam
Sent: Mon, 11 Mar 2019 09:08:41 +0000
To: ashutosh kumar
Subject: List of selected students

Hi Ashutosh,

Please find the list of selected candidates for Genpact.

The candidates will join us post their final year result.

Name	Contact No	Email ID	Qualification	DOB	Skill Set	CTC
Nirved Singh	8298062233	nirvedsingh86@gmail.com	B.tech	3- Mar- 97	Voice	1.68lpa
Nurool	9793728612	nuroolraq6@gmail.com	BA+MBA		Banking & Insurance	1.62lpa
Prayag Raj	9140741148	p.vickyprayag25@gmail.com	B.com+MBA		Finance	1.62lpa - 1.80lpa
Abhishek Dwivedi	9170307250	abhiintio04@gmail.com	B.com+MBA	1- Nov- 96	Finance	1.62lpa - 1.80lpa
Ekta Srivastava	8948611180	ektasrivastava172@gmail.com	B.com+MBA	20- Mar- 95	Finance	1.62lpa - 1.80lpa
Vivek Kumar Yadav	8318066959	yadavvivek.bhu@gmail.com	B.com+MBA	22- Aug- 95	Finance	1.62lpa - 1.80lpa
Kriti Gupta	7784871892	kritigupta199811@gmail.com	B.tech	11- Jul- 98	Voice	1.68lpa

Priyam Malhotra

Human Resource - Recruitment

NCR, Genpact, India

Mobile +91 9999749539

Email priyam.malhotra@genpact.com



www.genpact.com

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From: Anshika Singh
Sent: Mon, 11 Feb 2019 11:58:49 +0530
To: abhishek kumar singh; ABHISHEK MAURYA; The LomnA Dreams; ashishvns2020@gmail.com; mrityunjay kumar; Aashish Dubey; Aashish Yadav; Aditya Yadav; Ajay Vishwakarma; ay30172@gmail.com; Anil Rajaput; Animesh singh; thakurspeed singh; ankitkumarpatel390@gmail.com; ap3178687@gmail.com; A R channel; Anshuman Tripathi; ARCHIT DUBEY; Ashutosh Pathak; Ashutosh Pandey; Bachcha Singh; Bhaskar Singha; mohit.kit888@gmail.com; gaurav JAISWAL; govindkumarbhu100@gmail.com; Aman Jaiswar; jyotizjg@gmail.com; KANOJIAMEHUL@gmail.com; rarti30@gmail.com; manishav187@gmail.com; KRITI SINGH; srivastavashivam962@gmail.com; kush kumar singh; MADHAV SINGH YADAV; maheshpandey9169@gmail.com; lucky dixit; manishpathakajj@gmail.com; monu pandey; mkbharati1996@gmail.com; Manoj Chaudhari; Sagar Dubey; Mithanshu Rai; Nirved Singh; Piyush Pandey; prabhat mishra; B.K.PRADEEP ITTIAN; PRADEEP KUMAR YADAV; Pravin Kumar Chandra; RAM KUMAR; rishabhnavjot123@gmail.com; Rishabh Rai; rohitjain9044@gmail.com; rudra232327@gmail.com; SARVESH SINGH; Sk Chauhan; Shivam Pandey; shivam singh; SHIVENDUP4@gmail.com; Shubham Gupta; Shubham Pandey; Shabham Sarkar; SIDDHARTHA SINGH; Smriti Dwivedi; rp YADAV; sujeet singh; Sunil Sonkar; suraj kumar bind; suraj gupta; ssuryapratap601@gmail.com; uchandra093@gmail.com; veens133@gmail.com; Vikram Singh; VINAY UPADHYAY; sidm9511022@gmail.com; dwivediy48@gmail.com; ritik keshari; shubham srivastava; riteeksrivastava8@gmail.com; ritesh160798@gmail.com; SIMANT SINGH; SARVESH KUMAR DUBEY; shiv Prakash; Sidharth Kaushik; santosh pal; SIDDHARTH SINGH; shubham yadav; Sudhanshu srivastava; Surya pratap singh; Vibhu Mishra; Vicky Verma; yadavneera6388@gmail.com; PRamesh Yadav; rohitkumaram70@gmail.com; sandeepjrj52@gmail.com; Shubhendu Mishra; ajeet@gmail.com; Akshay AK; Anurag Tripathi; ATUL KUMAR PANDEY ATUL; Ayush Kumar; chhotelalgupta94@gmail.com; SHUBHAM RAJBHAR; sudhanshu singh; sureshkulsrst@gmail.com; vinodnetid@gmail.com; Charwak Doulani
Cc: Vipul Jain; k k Mishra; niranjan manna; ashutosh kumar; HoD - ME; HoD - EC EN; hodcivil@kashiit.ac.in; HoD - CS IT; hodmba@kashiit.ac.in; M K Prajapati; Training & Skill Development Cell; Arvind Pharma; admin@kashiit.ac.in
Subject: Congratulation - 42 Selection in The India Thermit Corporation Ltd

Dear Students,

We are proudly announcing that our below students get selected in the campus drive of "**The India Thermit Corporation Ltd.**"



Kashi Group of Institution

Congratulations

42 Students from B.Tech has been selected in

The India Thermit Corporation Ltd.

List of Selected Candidates:

Name	Branch	Name	Branch	Name	Branch
Siddhartha Singh	ME	Pradeep Singh	ME	Nirved Singh	ME
Anmol Ratan Gautam	ME	Ankit Kr. Patel	ME	Rohit Jain	ME
Santosh Kr. Pal	ME	Akhilesh Yadav	ME	Vivek Kr. Maurya	ME
Ritik Keshari	ME	Sarvesh Dubey	ME	Anish Singh	ME
Piyush Kr. Singh	CE	Ashutosh Singh	CE	Akash Gupta	CE
Pramesh Yadav	CE	Pankaj Pandey	CE	Ayush Kr. Prajapati	EN
Pawan Kr. Gupta	CE	Ankit Singh	CE	Angeera Mishra	CE
Vinay Upadhaya	ME	Ritesh Srivastava	ME	Shubham Gupta	ME
Abhishek Kr Singh	ME	Sudhanshu Srivastava	CE	Ajay Kr Vishwakarma	ME
Shivendu Pandey	ME	Kush Kr. Singh	ME	Simant Singh	ME
Shivam Singh	ME	Chandrasah Mohit Sonkar	ME	Shiv Prakash	ME
Suraj Gupta	ME	Anurag Tripathi	EN	Manish Kr. Gupta	ME
Shivam Kumar	ME	Aditya Yadav	ME	Seraj Khan	CE
Gaurav Jaiswal	ME	Sidhartha Kaushik	ME	Sarvesh Kr. Dubey	ME

**Team CRC
Wishes You**

ALL THE BEST FOR YOUR FUTURE ENDEAVORS!!!

**Your greatest weakness lies in giving up. The
most certain way to succeed is always to try just
one more time.**

Thanks & Regards

Anshika Singh- Corporate Relation Officer

Corporate Relations Centre

Kashi Institute of Technology

MS 23, Varanasi – Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh.

E-mail: crcofficer@kashiit.ac.in | Phone: 9918900715 |

Web: www.kashiit.ac.in

From: Sakshi Nigam
Sent: Mon, 10 Sep 2018 09:12:31 +0000
To: ashutosh kumar
Cc: Aarti Anand
Subject: RE: KIT Varanasi
Attachments: Shortlisted Candidates.xlsx, Candidate Application Form_Revised_26-Sept-17.docx, Declaration to be filled by candidate (other than ADO).docx

Hi,

Please find below the list of students shortlisted from your college for different roles. Request you to share the list of documents as mentioned below and also confirm their date of joining :

Please ask the students who are shortlisted for Rural sales to fill the attached forms as well.

The list of documents required:

- § Duly filled and signed Joining kit (Name should be filled as per Aadhar)
- § Duly signed copy of original offer letter (signature on each page is mandatory)
- § Educational documents(10th, 12th, graduation and post-graduation all marksheets and certificates)
- § Relieving Letter or Resignation Acceptance (Not required in case of a Fresher)
- § Copy of address proof (Ration card/Utility Bills /Driving License / Passport)
- § 2 cleared passport size photographs on red background
- § Aadhar Card copy(DD/MM/YY) format

Thanks and Regards

Sakshi Nigam | Manager-Human Resource,

Religare Health Insurance Co. Ltd., Vipul Tech Square, Tower C, 3rd Floor, Sector - 43, Golf Course Road, Gurgaon - 122009

T:+91 -0124-6141865, M:+91 9599082193 | Fax:na | <http://www.religarehealthinsurance.com>

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Call us 1800-200-4488 | E-mail us | [Network Hospitals](#)



Sent: Monday, September 10, 2018 2:24 PM

To: Sakshi Nigam

Subject: KIT Varanasi

Hi..

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Thanks & Regards



Ashutosh Kumar | Manager Corporate Relations

Corporate Relations Centre

Kashi Institute of Technology,

MS 23, Varanasi- Allahabad Highway, Mirzamurad, Varanasi, Uttar Pradesh

E-mail : crcmanager@kashiit.ac.in | Mobile: +91 9473507610 | Web: www.kashiit.ac.in

Saloni Ranjan
Dakshin Darwaza, Murlijot,
Akpangi, Purani Basti,
Basti 272002
Uttar Pradesh, India

Dear Saloni,

Letter of Appointment

With reference to our recent discussions regarding your possible employment with **Religare Health Insurance Company Limited** hereafter referred to as the Company, we are pleased to offer you the position of **Unit Relationship Manager** on the following terms and conditions defined herein:

- 1. Date of Joining:** Your appointment will be effective from **19-Sep-18** or any other date mutually agreed upon in writing.
- 2. Place of work:** Your place of work is **Varanasi - RHICL**. Your place of work may be changed to any other location within India / any group Company, as directed by the Company from time to time. In addition, in performance of your duties for the company, you may be required to travel within and/or outside.
- 3. Reporting:** You will report to **Area Head- Bancassurance** or any other designate person as specified by the Company from time to time.
- 4. Remuneration:** Your annual compensation package on a Total Fixed Cost (TFC) basis is **Rs. 200000 (Rupees Two Lakh(s) Only)**. This amount will include basic salary, taxable and non-taxable allowances & benefits, and other payments, payable as per the designate acts. Annexure I provides your compensation break-up, as per the applicable Compensation Structure.
- 5. Medical:** You may be required to undergo medical examination by a Company appointed medical practitioner as and when directed by the Company and to comply with rules and instructions in the matter. Your services may be terminated without notice if the Company considers you unsuitable for retention in service on medical grounds.
- 6. Group Insurance:** You will be covered under the Group Personal Accident Insurance, Group Life Insurance and Hospitalization Insurance/ Employee's State Insurance Corporation (as applicable) in accordance with company's policy.



www.religarehealthinsurance.com

Religare Health Insurance Company Limited

Regd. Office: 5th Floor, 19 Chawla House, Nehru Place, New Delhi-110019

Corresp. Office: Vipul Tech Square, Tower C, 3rd Floor, Golf Course Road, Sec-43, Gurgaon-122009 (Haryana)

IRDA Regn. No. I 48
CIN: U66000DL2007PLC161503

7. Hours of Work: Your hours of work will be in line with the needs of your role/function, in accordance with the company policy and provisions of applicable laws

8. Probation: You will work on probation for a period of six months from the date of joining. This may be extended at the discretion of the Company and you will continue to be on probation till a confirmation letter has been issued to you in writing. During your probation or thereafter, you shall undertake such studies /vocational courses as may be required by Company / your superiors. You may also be required to take such examinations / obtain such certifications as the Company / your superiors may require from time to time, and your confirmation / promotions/ salary enhancements etc. may be linked to your having successfully cleared the required examinations / certifications &/or successfully undergone required studies.

9. Age of Retirement: Your age of retirement will be 58 years and you shall stand relieved on retirement at the end of the month in which you attain the age of 58 years.

10. Whole Time and Attention: During your employment with the Company you shall devote your best efforts for promoting the Company's (and of any other relevant Group Company, affiliate and/ or business associate of the Company) business and may not without prior written consent of the Company(and subject to any terms and conditions the Company may impose) engage or be interested (directly or indirectly) in any other business or employment.

11. Leave: In addition to public holidays observed by the Company, you shall be entitled to a paid annual leave for each calendar year in accordance with the existing leave policy, prorated from your date of joining. The Company is covered by the Maternity Benefit Act, 1961 and the eligible employees will be entitled to the benefits like maternity leave as per the amended provisions of the Maternity Benefit Act save and except those who are covered by ESI Act since they will be entitled to the benefits as per the applicable said Act.

12. Confidentiality: You shall not during the course of your employment with the Company or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its subsidiaries, except with prior approval.

13. Disclosure: You (including on behalf of your family) shall disclose to the Company all your business interests and any material transaction(s) with the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), whether or not they are similar to or in conflict with the business(es) or activities of the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company), and all circumstances in respect thereof and whether there is, or might be, a conflict of interest between the Company (and with any other relevant Group Company, affiliate and/ or any subsidiary of the Company) and you (and/or your family) during the period of your employment with the Company and for a period of 12 months after cessation of your employment.

14. Company Policies: You will be governed by the Company's policies, as applicable at your

grade. The Company reserves the right to amend the policies from time to time. You are advised to keep yourself updated on these policies which are available online.

15. Return of Company Property: You shall promptly upon request by the Company and in any event upon the termination of your employment deliver to the Company all monies, securities, other properties belonging to the company, all lists of clients or customers, correspondence and all other documents, papers and records in whatever form including but not limited to electronically held data containing or referring to any trade secrets or confidential information concerning the business of the Company and any Group Company which may have been prepared by you or come into your possession, custody or control in the course of your employment including any prior employment with any Group Company. You shall not keep any copies of these items.

16. Monitoring Policy: As per Company Policy, telephone conversations of employees may be recorded and monitored for the purpose of creating record of transactions, and for compliance purposes. Any recordings will be stored securely, and will not be disclosed outside the group companies, except as required by law.

Further please note that the emails sent to you and by you may be monitored, from time to time, for the purposes of identifying any non-compliance with company policies, or applicable laws.

If such monitoring discloses any breaches of any law or company policies disciplinary action may follow, including termination from the employment.

17. Intellectual Property: Subject to any relevant legislation, if at any time in the course of your employment you make or discover or participate in the making or discovery of any letters patent, trade marks, service marks, designs, copyrights, inventions, drawings, computer programs, know-how and rights of like nature however arising and whether registered or unregistered (“intellectual property”) relating to or capable of being used in the Company (and of any other relevant Group Company, affiliate and/ or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company or its nominee.

All rights and obligations under this paragraph in respect of intellectual property made or discovered by you during your employment shall continue in full force and effect after the termination of your employment and shall be binding upon your personal representatives

The employee shall not disclose to anyone, directly or indirectly, except when the duties may require, during or subsequent to the term of employment, any trade secret or confidential information regarding Company’s business. Trade Secrets and Confidential information for this purpose shall include, but not limited to, product information, process information, customer lists, employee details, company policies and procedures and financial information (including results, budgets and other financial plans and systems).

18. Notice Period: In case either the employer or the employee wishes to terminate the employment contract, a notice of 30 days should be served in writing by the party who wishes to terminate the contract to the other party. The Company depending on the business context and its sole discretion may allow you to pay the equivalent of the Total Fixed Cost (TFC) (*excluding gratuity*) amount in lieu of any period and / or adjust notice period against your

leave balance subject to satisfactory handing over of the charges to your superior.

Notice period during probation would be 7 days or equivalent of the TFC (*excluding gratuity*) in lieu of notice.

19. Termination: 1. If any time during the course of your employment it is found that you have made a false or an incomplete declaration as regards to your qualifications/ experience and other details, your appointment will be treated *void ab initio* and you shall cease to be on the rolls of the company with immediate effect. In that case you shall not be entitled to any notice period or payment in lieu thereof.

2. If any time during the course of your employment it is found that you have:

- a. committed any act of gross misconduct; or
- b. committed any serious breach or repeated or continued a material breach of the terms of your employment; or
- c. been guilty of conduct tending to bring yourself or the company into disrepute; or
- d. been convicted of a criminal offence, other than a road traffic offence for which you are not sentenced to a term of imprisonment whether immediate or suspended; or
- e. become bankrupt or made any arrangement or composition with or for the benefit of your creditors; or
- f. cease to hold the qualifications necessary for you to carry out your work with the company; or
- g. been found in an act of moral turpitude or having indulged in violations laws as applicable in general to the Company; or
- h. been absent for a continuous period of 14 days (including absence when leave though applied for, is not granted or when you overstay period of sanctioned leave by 14 days); or
- i. provided false, inaccurate or incomplete information to the company regarding your background and/or previous employment.
- j. been found inefficient or lower performer as compared to other employees of your category.

In all such aforementioned cases you shall not be entitled to any notice period or payment in lieu thereof.

20. Non Solicitation: You shall not at any time during the term of your employment with the Company or thereafter for a period of six months after cessation of your employment, directly or indirectly solicit the Company's (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) personnel to leave the employment of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) or apply for employment with any third party or encourage such personnel of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to take any action or inaction that may adversely impact the performance or reputation of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) of its obligations under this Letter of Appointment and / or any other contract or adversely impact the

ability of the Company (and any other relevant Group Company's, affiliate's and/ or any subsidiary of the Company) to carry out its normal business activities.


21. **Others:** 1. It will be obligatory on your part to ensure compliance to the applicable statutes, regulations and requirements laid down by the Company, JV partners various regulatory and statutory bodies .
2. In the event of you being found acting in breach of your terms of appointment or indulged in an act of misconduct or an act that has brought disrepute to the organization, you shall render yourself liable for a disciplinary action as per the rules as applicable .
3. Clause headings do not form part or affect the interpretation of this letter of appointment.

22. **Joining Formalities:** As part of the joining formalities, you are requested to bring the following documents with you on the day of joining:

1. 3 Passport size photographs on red background (for branch offices red is not mandatory).
2. Copies of all years mark sheets of the highest qualification/Degree certificate
3. Copy of previous employer Salary Slip
4. Copy of Relieving Letter / Endorsed Resignation letter.
5. Copy of Address proof (any one) :-Ration Card/ Utility Bills/ Driving License/ Passport/ Affidavit
6. Copy of PAN Card
7. Copy of AADHAR Card

We take this opportunity to congratulate you on your selection and look forward to a long and mutually beneficial professional association.

For Religare Health Insurance Company Limited


For Mani Chhabra

Accepted and agreed by Saloni Ranjan

Manager - Human Resources

on..... (Date)

Annexure: 1

	Per Annum	Per Month
BASIC ALLOWANCES		
House Rent Allowance	80004	6667
Education Allowance	40008	3334
MONTHLY GROSS *	48708	4059
BENEFITS: CONTRIBUTION BY ORGANISATION		14841
Statutory Bonus	9372	781
Provident Fund	9600	800
CTC Gratuity	3852	321
ESIC	8460	705
TOTAL FIXED COST(TFC)	200004	

Handwritten signature/initials

* The following amount will be deducted from your monthly gross as your contribution towards statutory benefits

PF - 800

ESIC - 260

** Leave Travel Allowance or Medical Allowance (if applicable) will be paid as monthly components

*** Gratuity(if applicable) - As per Gratuity Act, payable only after completion of 5 continuous years of service in organization

- **Participation in Incentive/Bonus Schemes** You are eligible to participate in the Company's Annual Incentive/Bonus Plan subject to the terms and conditions of such Plan and any amendments as may be made from time to time.
- **Deductions** The Company may during your employment, or on termination for whatever reason, deduct from your remuneration any monies due from you to the Company including but not limited to:
 - Any overpayment of salary or expenses or payment made to you by mistake or misrepresentation; and/or
 - Any outstanding loans or advances made to you by the Company; and/or
 - Amounts equal in sum to the amount of any secret/illegitimate profits that you make from the Company's business/interests; and/or
 - Any debt owed by you to the Company; and/or
 - Any other deductions permitted under applicable law including Tax.

Date: 05/15/2019

Akanksha Gupta

Dear Akanksha,

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

TERMS AND CONDITIONS OF EMPLOYMENT

1. POSITION:

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

2. PLACE OF POSTING:

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

3. Stipend & ALLOWANCES:

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

4. COMMENCEMENT DATE:

Your appointment shall commence on July 1st, 2019.

5. PROBATION / CONFIRMATION

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

6. PERFORMANCE REVIEW

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

For Seceon Networks India Pvt Ltd.,

M. N.Tiwari
Managing Director

ACCEPTANCE

I *Akanksha* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:
Date:

Place: Varanasi-UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure I

INR1

Consolidated Pay

Breakup of Stipend:

Stipend Rs 15000/Month

For Seceon Networks India Pvt. Ltd

M N. Tiwari
Managing Director

ACCEPTANCE

I **Akanksha**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:
Date:
Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure II
Terms and Conditions of Employment

a. Medical Fitness

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

b. Submission of Documents:

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

c. Travel

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

d. Working days:

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

e. Leave benefits:

Casual Leave - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

f. Income Tax & Professional Tax:

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

g. Termination:

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

h. Restrictive covenant:

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

i. Confidential information:

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

j. Copyright:

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

k. Non-solicitation:

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

l. Nondisclosure Obligation:

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

m. Business Conduct:

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Uttar Pradesh, India – 221106
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

n. Return of property, equipment, materials, records and documents:

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

o. Absence of Conflicting Agreements. The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

p. Remedies Upon Breach. The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

q. Other terms and conditions of employment:

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders¹ and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

For Seceon Networks India Pvt Ltd.,

**M N Tiwari
Managing Director**

ACCEPTANCE

I **Akanksha**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Date: 05/15/2019

Kirti Vishwakarma

Dear Kirti,

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

TERMS AND CONDITIONS OF EMPLOYMENT

1. POSITION:

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

2. PLACE OF POSTING:

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

3. Stipend & ALLOWANCES:

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

4. COMMENCEMENT DATE:

Your appointment shall commence on July 1st, 2019.

5. PROBATION / CONFIRMATION

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

6. PERFORMANCE REVIEW

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

For Seceon Networks India Pvt Ltd.,

M. N.Tiwari
Managing Director

ACCEPTANCE

I *Kirti* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:
Date:

Place: Varanasi-UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure I

INR1

Consolidated Pay

Breakup of Stipend:

Stipend Rs 15000/Month

For Seceon Networks India Pvt. Ltd

M N. Tiwari
Managing Director

ACCEPTANCE

I **Kirti**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:
Date:
Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure II
Terms and Conditions of Employment

a. Medical Fitness

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

b. Submission of Documents:

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

c. Travel

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

d. Working days:

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

e. Leave benefits:

Casual Leave - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

f. Income Tax & Professional Tax:

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

g. Termination:

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

h. Restrictive covenant:

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

i. Confidential information:

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

j. Copyright:

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

k. Non-solicitation:

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

l. Nondisclosure Obligation:

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

m. Business Conduct:

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Uttar Pradesh, India – 221106
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

n. Return of property, equipment, materials, records and documents:

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

o. Absence of Conflicting Agreements. The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

p. Remedies Upon Breach. The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

q. Other terms and conditions of employment:

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders¹ and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

For Seceon Networks India Pvt Ltd.,

**M N Tiwari
Managing Director**

ACCEPTANCE

I **Kirti**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Date: 05/15/2019

Priyanka Singh
**Q. no 47 ,P&T colony,
Maqbool Alam Road
Khajuri Varanasi 221002**

Dear Priyanka,

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

TERMS AND CONDITIONS OF EMPLOYMENT

1. POSITION:

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

2. PLACE OF POSTING:

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

3. Stipend & ALLOWANCES:

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

4. COMMENCEMENT DATE:

Your appointment shall commence on July 1st, 2019.

5. PROBATION / CONFIRMATION

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

6. PERFORMANCE REVIEW

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

For Seceon Networks India Pvt Ltd.,

M. N.Tiwari
Managing Director

ACCEPTANCE

I *Priyanka* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:

Date:

Place: Varanasi-UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure I

INR1

Consolidated Pay

Breakup of Stipend:

Stipend Rs 15000/Month

For Seceon Networks India Pvt. Ltd

M N. Tiwari
Managing Director

ACCEPTANCE

I **Priyanka**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:
Date:
Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure II
Terms and Conditions of Employment

a. Medical Fitness

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

b. Submission of Documents:

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

c. Travel

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

d. Working days:

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

e. Leave benefits:

Casual Leave - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

f. Income Tax & Professional Tax:

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

g. Termination:

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

h. Restrictive covenant:

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

i. Confidential information:

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

j. Copyright:

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

k. Non-solicitation:

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

l. Nondisclosure Obligation:

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

m. Business Conduct:

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Uttar Pradesh, India – 221106
Tel: +91 9415687954

You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

n. Return of property, equipment, materials, records and documents:

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

o. Absence of Conflicting Agreements. The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

p. Remedies Upon Breach. The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

q. Other terms and conditions of employment:

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders¹ and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

For Seceon Networks India Pvt Ltd.,

**M N Tiwari
Managing Director**

ACCEPTANCE

I **Priyanka**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954



CONFIDENTIAL

Date: 05/15/2019

**Saurabhi Gupta
C-26/10B1A Ramkatora,
Varanasi-UP, India**

Dear Saurabhi,

Welcome aboard as a valuable member of **Seceon Networks India Pvt. Ltd.**, (hereinafter referred to, in this letter, as 'Company'), for the purpose of nominating you for working for **Seceon Networks India Pvt. Ltd.**, at Varanasi, India.

TERMS AND CONDITIONS OF EMPLOYMENT

1. POSITION:

We have the pleasure in offering you the position of **Software engineer (Trainee)** subject to your acceptance of the Terms and Conditions of the 12 months probation period and your commitment for learning from your team leader and putting your learned skill to work.

2. PLACE OF POSTING:

Your principal location of employment will be at our company's **Corporate Office in Varanasi**. However, your services are transferable and can be seconded or deputed by the company to any of the offices / projects of the Company OR client company operation in India or abroad, without any additional remuneration: whether existing as on date of your appointment/contract or to be established thereafter at the discretion of the company or to any operation under the management and / or ownership of the company including any joint venture in which the company is a participant or to any subsidiary or associate company of the company. **We are happy to welcome you at Seceon Networks India Pvt Ltd., at Varanasi, India once you have completed your final examination.**

3. Stipend & ALLOWANCES:

Your initial stipend will be Rs 15000/-per month and company will review your performance on regularly during your probation periodically. On successful completion of your probation period, you will be recommended to BoD for 1200 stock options in company as well, which will vest over 4 years with initial vesting coming after 12 **months from day of completion of probation.**

All taxes as applicable under the relevant Acts will be deducted by the Company at source once you have completed your probation period.

You will be governed at all times by the policies, procedures and rules of the company related to stipend and allowances, which are specified in this appointment letter (including the annexure I & II). Further, the company, at its sole discretion, may modify or change stipend, allowances, and benefits from time to time in accordance with its policies.

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Uttar Pradesh, India – 221106
Tel: +91 9415687954

4. COMMENCEMENT DATE:

Your appointment shall commence on July 1st, 2019.

5. PROBATION / CONFIRMATION

You will be under probation initially for a period of twelve months from date of joining. Your probation may be extended by the company, at its discretion, based on your performance/ conduct. Your services are deemed to be confirmed at the end of the probation period unless you receive intimation to the contrary. During the probation period, your services are liable for termination at any time. The Company may not assign any reason for such termination which shall be at the sole discretion of the Company & you will not be entitled to any claim, damage, compensation or any other payment on that account.

6. PERFORMANCE REVIEW

There will be an annual review to outline the direction and various Key Result Areas. Subsequently reviews may be conducted, if necessary, depending upon your performance or change in responsibilities, at the discretion of the Company.

Please confirm your acceptance of this Appointment Letter (along with Annexure I & II) by signing the duplicate copy of this letter, at indicated places and return a copy to us.

We take this opportunity to wish you a long, happy and successful career with us. Welcome on Board.

With Best Wishes and Regards,

For Seceon Networks India Pvt Ltd.,

M. N.Tiwari
Managing Director

ACCEPTANCE

I *Saurabhi* have read the appointment letter and terms and conditions of employment (including those mentioned in Annexure I and II attached to this letter) and have understood them. I hereby confirm my acceptance of appointment. Including those mentioned in Annexure I & II attached.

Employee Signature:

Date:

Place: Varanasi-UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure I

INR1

Consolidated Pay

Breakup of Stipend:

Stipend Rs 15000/Month

For Seceon Networks India Pvt. Ltd

M N. Tiwari
Managing Director

ACCEPTANCE

I **Saurabhi**, hereby confirm my acceptance of Annexure I to my appointment letter.

Signature:
Date:
Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

Annexure II
Terms and Conditions of Employment

a. Medical Fitness

The employment is always subject to you being mentally and physically fit to perform your duties, for which purpose you may be required to report for a medical check-up before a doctor nominated by the Management at any time of your employment and you shall comply with these instructions. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, 30 days time to regain your fitness will be given. In case you do not regain your fitness within the said period of 30 days, your services shall be liable to termination at the sole discretion of the management.

b. Submission of Documents:

Your continued employment with us is subject to submission of the following documents on/ within one week of the date of joining employment. Hence we request you to carry the originals of the documents along with a photocopy with you on the date of joining for verification/submission.

1. 2 Passport size photographs
2. PAN Card/ Driving License/Passport
3. Residence Proof
4. Educational Qualification Certificates as stated in the Resume
5. Proof of Current / Last Salary Drawn
6. Relieving letter from your last employer
7. Experience letter from your last employer
8. Medical certificate of fitness from registered medical practitioner
9. Blood group certificate

c. Travel

You may be required to undertake journeys to different parts of India or abroad on official work at any time. You shall be entitled to Travel Allowance and Dearness Allowance as per the company's rules and regulations in force from time to time.

d. Working days:

A normal workweek will incorporate 6 days (*excluding declared holidays by company*) as scheduled by the Company. The responsibilities of your position may necessitate longer working hours for which there will be no overtime compensation. There will also be no additional compensation for weekend work.

e. Leave benefits:

Casual Leave - You will be eligible for this leave on your services being confirmed after your probation period. You shall be entitled to Casual Leave with full pay at the rate of 15 (Fifteen) days per calendar year. (These leaves shall be adjusted on a pro-rata basis for employees who join midway through the year) Only 5 (Five) casual leaves un-availed at the end of any calendar year shall be allowed to be carried forward to the next year. No cash compensation shall be allowed at any time against casual leaves. In addition to Casual leaves, you are also entitled to 5 days sick leave per year.

- a. If you absent yourself without approved leave for 5 days or remain absent for more than 5 days beyond the period of sanctioned leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you: Return to work within a future period of 5 days and give an explanation to the satisfaction of the Management regarding such absence.
- b. In case of any absence without prior permission, you will not be entitled to wages for the absent dates pro-data.

All applications for leave shall be addressed to the Leave Sanctioning Authority and routed through your immediate superior. Further, you will be subject the 'Leave Rules and Regulations' of the company, for the time being in force. These 'Leave Rules and Regulations' will provide the framework of reference for the availing and enjoyment of above leave benefits.

You will automatically retire from the service of the company on attaining the superannuation age of 60 years.

f. Income Tax & Professional Tax:

The income tax payable to the Department of Income Tax, India, or any other tax jurisdiction, for earning from this appointment shall be borne by you. The Company shall, at any time, be entitled to deduct or set-off against your monthly salary income tax or withholding tax amounts, due from you to the Income Tax Department or any other tax authority. Similarly professional tax will also be deducted as applicable.

g. Termination:

Either party giving to the other one months written notice. The company will have the sole discretion of waiving of the notice period if deemed fit.

However:

a) If you absent from duty without due sanction of leave, you shall be treated as absent from duty without leave. Your absence from duty without leave for more than three occasions in a continuous period of twelve months will tantamount to habitual absence which shall be treated as misconduct liable for disciplinary action. Absenting without leave continuously for more than ten days also shall be treated as misconduct warranting disciplinary action. Further, if you remain absent continuously for a period of fifteen days without any sanction of leave or beyond the period of leave originally granted or subsequently extended, you will lose you lien on your appointment unless you return within fifteen days of the expiry of leave and explain to the satisfaction of the Leave Sanctioning Authority your inability to return before the expiry of leave.

b) Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of term 'misconduct' in case of reasonable suspicion of misconduct, disloyalty, commission of any act involving moral turpitude, any act of indiscipline, inefficiency or lower performance as compared to other employees of your category.

c) Further, in the event of your dishonesty, gross and willful misconduct, insubordination or breach of the conditions containing herein, the Company shall have the right to terminate your employment immediately, and in which, the Company shall only be liable for payment to you of salary up to the date of your dismissal and for no other payments or benefits whatsoever.

h. Restrictive covenant:

You hereby agree that you shall not during your employment with the Company be employed, carry on for your own account or in partnership, assist, consult or provide services to any other company, Company or business. Further, you shall not indulge in any activity detrimental to the interests of the Company. You hereby agree with the Company that the aforesaid is considered to be reasonable in all circumstances for the protection of the Company's legitimate interest.

i. Confidential information:

Except as required by the Company or otherwise permitted by the Company's authorized representative in writing, you shall not disclose to anyone or use, during or subsequent to your employment, any confidential information, trade secrets or other proprietary information relating to the business of the Company or its affiliates, including but not limited to terms of this offer and/or your employment with the Company. Information, concepts and materials developed by you individually or as a team member or received by the Company from third parties, are included within the meaning of this paragraph. Apart from the above you will also be required to sign a Non Disclosure agreement.

j. Copyright:

You acknowledge that the copyright and other intellectual property rights in all materials produced by you during, or in connection with your employment (whether or not produced during normal working hours), including, without limitation, computer software, belong to or shall vest in the Company. You agree to execute such assignments and other documents as may be required by the Company to fully vest all copyright and other intellectual property rights in such copyright materials, and in other inventions or creations, in the Company, and shall do everything reasonably necessary to enable the Company or its nominee to protect its rights in such works. You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Patent, Licenses or other rights, privileges or protection as may be directed by us in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in our favor or in favor of such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

k. Non-solicitation:

During the period of the Employee's relationship to the Company and for a period of one (1) year after termination of such relationship (for any reason), the employee will not directly or indirectly either for himself or herself or for any other commercial enterprise, solicit, divert or take away or attempt to solicit, divert or take away, any of the Company's customers, business or prospective customers in existence at the time of termination of such relationship. For purposes of this Agreement, "Prospective Customers" shall include those customers being solicited by the Company at the time of the Employee's termination. During such employee relationship with the Company and for a period of One (1) year thereafter, the Employee will not solicit any employee of the company with regards to the employment of such Company employee by any commercial enterprise, other than for the benefit of the Company, nor recruit, attempt to recruit, hire, or attempt to hire any such Company employee other than on behalf of the Company.

l. Nondisclosure Obligation:

The Employee will not at any time during the period of the Employee relationship, or after termination of such relationship, for any reason whatsoever, reveal to any person or entity (both commercial and non-commercial) any of the trade secrets or confidential business information concerning the Company: including its research and development activities; know-how; marketing plans and strategies; pricing and costing policies; customer and supplier lists and accounts; or nonpublic financial information of the Company so far as they have come or may come to the Employee's knowledge, except as may be required in the ordinary course of performing his or her duties as an Employee of the Company. The Employee shall keep secret all matters of such nature entrusted to him or her and shall not use or disclose any such information for the benefit of himself or herself or any third party in any manner which may injure or cause loss to the Company, whether directly or indirectly. This restriction shall not apply to:

(i) Information that may be disclosed generally or is in the public domain through no fault of the Employee; (ii) information received from a third party outside the Company that was disclosed without a breach of any confidentiality obligation; (iii) information approved for release by written authorization of the Company; or (iv) information that may be required by law or an order of any court, agency or proceeding to be disclosed.

m. Business Conduct:

The Company will expect you to work with highest standards of honesty, integrity and loyalty to the Company. You shall demonstrate very high standards of initiative, efficiency and economy during the course of your duties.

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You shall devote the whole of your time, attention and ability to the duties as an employee of the Company. You shall not undertake any part-time or contract work without the prior written approval of the Company.

n. Return of property, equipment, materials, records and documents:

You shall return to the Company immediately upon request, or upon termination of your employment, all property, equipment, materials, records and documents that you prepared or which came into your possession as a result of your employment.

o. Absence of Conflicting Agreements. The Employee understands the Company does not desire to acquire from him or her any trade secrets, know-how or confidential business information that Employee may have acquired from others. The Employee represents that Employee is not bound by any agreement or any other existing or previous business relationship which conflicts with or prevents the full performance of the Employee's duties and obligations to the Company during the course of this Agreement.

p. Remedies Upon Breach. The Employee agrees that any breach of this Agreement by the Employee could cause irreparable damage to the Company. The Company shall have, in addition to any and all remedies of law, the right to an injunction or other equitable relief to prevent any violation of the Employee's obligations hereunder.

q. Other terms and conditions of employment:

- i. You shall not assign your rights and/or obligations herein. The Company may assign its rights and/or obligations herein to any person or entity acquiring all or a substantial portion of the Company's business or to any corporation or entity, controlling, controlled by, or under common control with the Company.
- ii. You will be governed by the Company's Rules and Regulations including the conduct, discipline and appeal rules, and administrative orders¹ and in case of deputation any such other ruleD/Orders of the Company that may be in force from time to time. At all times the Company shall be your Legal Employer.
- iii. Allowances, if any, are subject to eligibility based on location and position.
- iv. You are appointed on the basis of your education and experience mentioned by you in your Application/Form. In case the facts mentioned therein are found to be incorrect, this will result in termination of your appointment without any notice or salary in lieu thereof.
- v. Your age mentioned in the Matriculation / Higher secondary Certificate will be the conclusive proof of your date of Birth.
- vi. You will inform in writing to the Company of any change of address within a week from the change of the same, failing any communication sent on your last recorded address shall be deemed to have been served on you.
- vii. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies which may be required for violating any of the provisions of this letter and for this the Court at Varanasi, Utter Pradesh, India will have jurisdiction.
- viii. The designation assigned to you is subject to change depending upon work assignments from time to time.

ix. Company will spend significant resources in training you by highly skilled global professional leaders and expect you to be fully committed for 3 years after probation otherwise company may claim that you pay back company for training and resources spend on you, which can be significant due to top notch USA professional involved.

For Seceon Networks India Pvt Ltd.,

**M N Tiwari
Managing Director**

ACCEPTANCE

I **Saurabhi**, hereby confirm my acceptance of Annexure II to my appointment letter.

Employee Signature:

Date:

Place: Varanasi, UP

Seceon Networks India Private Limited
Awleshpur, Kandawa
Varanasi, Utter Pradesh, India – 221106
Tel: +91 9415687954

OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Ms. Akanksha Patel

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Ininet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

In addition to this:

1. As the project awarded to us by our client is only for a certain period, your assignment with us initially will be from **March 01, 2019** as per terms mentioned in the Letter of Engagement. If however, the project work is extended; your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the company.
2. If however the project work awarded to us is completed before time or if is terminated for any reason whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your Total Cost to company will be **Rs.22939 /-** per month as per details below:

Salary Heads	Monthly
Basic	10800
HRA	4320
Conveyance Allowance	706
Advance Bonus	826
Gross Salary	16652
PF 13% on Basic	1404
ESIC@4.75% on Gross Salary	791
Insurance	65
Incentive	4027
Gross CTC P.M	22939
Yearly CTC	275269
PF 12%	1296
ESIC	291
Profession Tax	0
Insurance	65
Total	1652
Net Take Home Salary	15000

Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

4. In addition to the monthly salary, you will not be entitled to any other perquisites/allowance unless given to you in writing. Your coverage under ESIC scheme, Provident Fund Scheme and Bonus act where applicable will be as per government regulations. Professional Tax will be deducted as per government rules. You will be entitled to leave as per the practice prevailing in the company.
5. You may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the state for the purpose of discharging your duties as and when the situation demands, at the said working hours. You have to submit documents as per Annexure I.
6. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the management. If you are found involved in any act which in the opinion of the company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all time during the tenure of this contract of employment you will be bound by any rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matter relating to service conditions.
7. Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give 15 days' notice or basic pay in lieu thereof.
8. Based on the business requirement, criticality of the role the notice period can be extended by the Business unit up to maximum of 30 days for Outsource. The extension has to be justified appropriately by the business function to concerned HR operations team.
9. This letter is being sent to you in duplicate, please return one of the same, duly signed as the token of acceptance of this contract of employment with above terms and conditions. If we do not receive acceptance and documents mentioned in Annexure I then this letter stand automatically cancelled and withdrawn.

Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

A. Documents required at the time of joining/filling joining kit

- Two Passport size Photographs
- One Post Card size Photograph, in Case you are eligible for ESIC
- Proof of name, Date of Birth, Photo Identity, Address, Education, Work Experience, Last pay slip,
- Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
- Last pay drawn certificate, if in employment or Last Form 16
- Copy of PAN & AADHAAR Card.

B. Documents to be returned to **Transerve's** Office

- Letter of Engagement duly signed accepted.
- Personal Data Form
- ESIC Form (If applicable) with 1 signatures
- PF Nomination Form (If applicable) with 1 signatures
- Investment Declaration Form
- All documents mentioned in A.
-

OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Alok Kumar Ranjan

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Infinet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

In addition to this:

1. As the project awarded to us by our client is only for a certain period, your assignment with us initially will be from **March 01, 2019** as per terms mentioned in the Letter of Engagement. If however, the project work is extended; your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the company.
2. If however the project work awarded to us is completed before time or if is terminated for any reason whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your Total Cost to company will be **Rs.22939 /-** per month as per details below:

Salary Heads	Monthly
Basic	10800
HRA	4320
Conveyance Allowance	706
Advance Bonus	826
Gross Salary	16652
PF 13% on Basic	1404
ESIC@4.75% on Gross Salary	791
Insurance	65
Incentive	4027
Gross CTC P.M	22939
Yearly CTC	275269
PF 12%	1296
ESIC	291
Profession Tax	0
Insurance	65
Total	1652
Net Take Home Salary	15000

Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

4. In addition to the monthly salary, you will not be entitled to any other perquisites/allowance unless given to you in writing. Your coverage under ESIC scheme, Provident Fund Scheme and Bonus act where applicable will be as per government regulations. Professional Tax will be deducted as per government rules. You will be entitled to leave as per the practice prevailing in the company.
5. You may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the state for the purpose of discharging your duties as and when the situation demands, at the said working hours. You have to submit documents as per Annexure I.
6. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the management. If you are found involved in any act which in the opinion of the company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all time during the tenure of this contract of employment you will be bound by any rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matter relating to service conditions.
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Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

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- Two Passport size Photographs
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B. Documents to be returned to **Transerve's** Office

- Letter of Engagement duly signed accepted.
- Personal Data Form
- ESIC Form (If applicable) with 1 signatures
- PF Nomination Form (If applicable) with 1 signatures
- Investment Declaration Form
- All documents mentioned in A.

OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Md. Rabbani Ansari

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Ininet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

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ESIC	291
Profession Tax	0
Insurance	65
Total	1652
Net Take Home Salary	15000

Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

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Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

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- Personal Data Form
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OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Mrityunjay Patel

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Ininet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

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Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

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Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

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- PF Nomination Form (If applicable) with 1 signatures
- Investment Declaration Form
- All documents mentioned in A.



Value Prospect Consulting

Date: 12/06/2019

Dear Ms. **Juhi Rastogi**,

Greetings from Value Prospect Consulting!!!

We are glad to inform you that you have been selected for the position of **Research Analyst**. Congratulations!!!

We are pleased to offer you employment with Value Prospect, with a monthly in hand take away of INR **12,000** with 6 months' probation period and INR **15,000** post probation.

Your job title will be **Research Analyst** if you accept this employment offer by filling in the below attached acceptance letter.

In the role of an employee, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is periodically updated to reflect the targets that are to be achieved.

You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor. We hope that this offer will be favorably received and we look forward working with you at Value Prospect.

Expected Joining Date: 17th June, 2019

Joining Location: Value Prospect Consulting, 704-7th Floor, Highway Towers, Tower 1, Noida Sector 62, Near Noida Electronic City Metro Station Uttar Pradesh

Regards,

Neha Aggarwal

Human Resource

Date: 12th June, 2019

About Value Prospect Consulting:

At Value Prospect, our people constantly challenge themselves and increase their skills through Value Prospect training programs and certifications. By delivering projects worldwide, we have gained deep insight and expertise into how technologies can be applied to help customers realize business results. Our technology experts and consultants weigh in on current trends, new and emerging business drivers and how those drivers are meeting those market challenges.

Value Prospect, a leading provider of B2B demand generation services, we help our clients create pipeline and accelerate revenue by identifying, profiling, nurturing and connecting with the right decision makers within their targeted customer and prospect accounts. VPC services include custom, targeted B2B contact lists; account profiling and competitive research; phone-based lead nurturing campaigns; appointment setting services; inbound lead generation qualification; and CRM database cleansing. We deliver high quality, cost effective services and programs, tailored to address each customer's unique requirements. VPC has a proven track record of helping some of the world's largest technology companies drive revenue.

Specialties:

Contact Discovery /Custom-Built B2B Contact Lists, Account Profiling, Competitive Intelligence, Lead Generation, Event Promotion, Appointment Setting, CRM Data Cleansing, Contact Verification, Data Appends

Value Prospect was founded in 2011, and today we are the company that provides end to end services from Database Marketing, Demand Generation, and Digital Marketing. Being a direct marketing services company, we are the pioneers in customer profiling in Asia. We have the best quality benchmarks in the technology sector and have been the pioneers in their information management.

We offer a widest variety of integrated, multichannel, data driven solutions for top brands around the globe. We have a focused coverage for identifying prospects in industry as our database is the largest. The data is enhanced by our experienced professionals who transform the enormous amount of data collected daily in to decision ready insight. We don't give estimates but actual data with maximum coverage and a high accuracy level which enables you for high prospecting.



Value Prospect Consulting

Acceptance Letter

To,

Value Prospect Consulting

704-7th Floor, Highway Towers, Tower 1, Sector 62,

Noida, Uttar Pradesh

Ma'am,

Thank you for your offer of employment with Value Prospect Consulting. I am very pleased to accept the invitation to join the firm as a **Research Analyst** at the salary and terms described in your letter dated 12th June, 2019.

I will be able to report to work on 17th June, 2019 also prior to that date, I will be in touch with your office regarding any additional pre-employment procedures. I have thoroughly reviewed the details of your offer as outlined in the offer letter. I have signed and enclosed a copy of the offer letter as you requested. If I need to complete other paperwork before my first day of work, please mail it to me at my email id, below.

Also I understand that I will be at companies will employee and Value Prospect Consulting has full rights to accept my services as per their timelines/requirement & shall not be liable for any discrepancies which may arise for any reasons.

I am looking forward to working with you.

Sincerely

Name: _____

Contact No: _____

Email id: _____

Signature: _____

Date: _____ Location: _____

OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Pankaj Kumar Gupta

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Infinet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

In addition to this:

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Basic	10800
HRA	4320
Conveyance Allowance	706
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Insurance	65
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Total	1652
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Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

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9. This letter is being sent to you in duplicate, please return one of the same, duly signed as the token of acceptance of this contract of employment with above terms and conditions. If we do not receive acceptance and documents mentioned in Annexure I then this letter stand automatically cancelled and withdrawn.

Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

A. Documents required at the time of joining/filling joining kit

- Two Passport size Photographs
- One Post Card size Photograph, in Case you are eligible for ESIC
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- Personal Data Form
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- All documents mentioned in A.

OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Rishabh Jaiswal

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Ininet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

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Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

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OFFER CUM APPOINTMENT LETTER

Date: 26 February, 2019

Dear Mr. Vivek Kumar Yadav

EMP ID :

We are pleased to provisional appoint you as CRE with our client Tikona Infinet Pvt. Ltd. located at our client project site at Varanasi on a fixed term basis. Your employee ID will be activated once you submit Joining report to our office. You have to return all statutory (P.F. & ESIC) declaration forms duly filled in, to Transerve's office within 3 days and balance Joining Formalities to be completed within 7 days from your joining, until which your name will not be entered into Payroll Cycle.

In addition to this:

1. As the project awarded to us by our client is only for a certain period, your assignment with us initially will be from **March 01, 2019** as per terms mentioned in the Letter of Engagement. If however, the project work is extended; your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the company.
2. If however the project work awarded to us is completed before time or if is terminated for any reason whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.
3. Your Total Cost to company will be **Rs.22939 /-** per month as per details below:

Salary Heads	Monthly
Basic	10800
HRA	4320
Conveyance Allowance	706
Advance Bonus	826
Gross Salary	16652
PF 13% on Basic	1404
ESIC@4.75% on Gross Salary	791
Insurance	65
Incentive	4027
Gross CTC P.M	22939
Yearly CTC	275269
PF 12%	1296
ESIC	291
Profession Tax	0
Insurance	65
Total	1652
Net Take Home Salary	15000

Your take home salary will be **Rs.15000/-** per month. This take home is subject to deduction of Insurance Premium paid towards GMC & GMA or in case there is any change in the laws of the land wrt PF, ESIC, Income Tax or any other provision affecting the salaries at any given time. Salary would be receivable on or before 7th of the subsequent month.

4. In addition to the monthly salary, you will not be entitled to any other perquisites/allowance unless given to you in writing. Your coverage under ESIC scheme, Provident Fund Scheme and Bonus act where applicable will be as per government regulations. Professional Tax will be deducted as per government rules. You will be entitled to leave as per the practice prevailing in the company.
5. You may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the state for the purpose of discharging your duties as and when the situation demands, at the said working hours. You have to submit documents as per Annexure I.
6. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the management. If you are found involved in any act which in the opinion of the company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all time during the tenure of this contract of employment you will be bound by any rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matter relating to service conditions.
7. Your engagement is liable to be terminated without assigning any reason. In the event of your resignation or termination of engagement, either side will have to give 15 days' notice or basic pay in lieu thereof.
8. Based on the business requirement, criticality of the role the notice period can be extended by the Business unit up to maximum of 30 days for Outsource. The extension has to be justified appropriately by the business function to concerned HR operations team.
9. This letter is being sent to you in duplicate, please return one of the same, duly signed as the token of acceptance of this contract of employment with above terms and conditions. If we do not receive acceptance and documents mentioned in Annexure I then this letter stand automatically cancelled and withdrawn.

Yours faithfully,

For **Transerve Advisors Pvt. Ltd.**



Authorised Signatory

Acceptance

I have received the Work Assignment Letter and agree to The terms & conditions contained thereto

(Signature & Date)

Annexure I

A. Documents required at the time of joining/filling joining kit

- Two Passport size Photographs
- One Post Card size Photograph, in Case you are eligible for ESIC
- Proof of name, Date of Birth, Photo Identity, Address, Education, Work Experience, Last pay slip,
- Copy of resignation letter duly stamped and accepted by your current employer, if in employment or Relieving letter from the current employer.
- Last pay drawn certificate, if in employment or Last Form 16
- Copy of PAN & AADHAAR Card.

B. Documents to be returned to **Transerve's** Office

- Letter of Engagement duly signed accepted.
- Personal Data Form
- ESIC Form (If applicable) with 1 signatures
- PF Nomination Form (If applicable) with 1 signatures
- Investment Declaration Form
- All documents mentioned in A.



Value Prospect Consulting

Date: 12/06/2019

Dear Mr. Akash Keshri,

Greetings from Value Prospect Consulting!!!

We are glad to inform you that you have been selected for the position of **Research Analyst**. Congratulations!!!

We are pleased to offer you employment with Value Prospect, with a monthly in hand take away of INR **12,000** with 6 months' probation period and INR **15,000** post probation.

Your job title will be **Research Analyst** if you accept this employment offer by filling in the below attached acceptance letter.

In the role of an employee, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is periodically updated to reflect the targets that are to be achieved.

You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor. We hope that this offer will be favorably received and we look forward working with you at Value Prospect.

Expected Joining Date: 22nd July, 2019

Joining Location: Value Prospect Consulting, 704-7th Floor, Highway Towers, Tower 1, Noida Sector 62, Near Noida Electronic City Metro Station Uttar Pradesh

Regards,

Neha Aggarwal

Human Resource

Date: 12th June, 2019

About Value Prospect Consulting:

At Value Prospect, our people constantly challenge themselves and increase their skills through Value Prospect training programs and certifications. By delivering projects worldwide, we have gained deep insight and expertise into how technologies can be applied to help customers realize business results. Our technology experts and consultants weigh in on current trends, new and emerging business drivers and how those drivers are meeting those market challenges.

Value Prospect, a leading provider of B2B demand generation services, we help our clients create pipeline and accelerate revenue by identifying, profiling, nurturing and connecting with the right decision makers within their targeted customer and prospect accounts. VPC services include custom, targeted B2B contact lists; account profiling and competitive research; phone-based lead nurturing campaigns; appointment setting services; inbound lead generation qualification; and CRM database cleansing. We deliver high quality, cost effective services and programs, tailored to address each customer's unique requirements. VPC has a proven track record of helping some of the world's largest technology companies drive revenue.

Specialties:

Contact Discovery /Custom-Built B2B Contact Lists, Account Profiling, Competitive Intelligence, Lead Generation, Event Promotion, Appointment Setting, CRM Data Cleansing, Contact Verification, Data Appends

Value Prospect was founded in 2011, and today we are the company that provides end to end services from Database Marketing, Demand Generation, and Digital Marketing. Being a direct marketing services company, we are the pioneers in customer profiling in Asia. We have the best quality benchmarks in the technology sector and have been the pioneers in their information management.

We offer a widest variety of integrated, multichannel, data driven solutions for top brands around the globe. We have a focused coverage for identifying prospects in industry as our database is the largest. The data is enhanced by our experienced professionals who transform the enormous amount of data collected daily in to decision ready insight. We don't give estimates but actual data with maximum coverage and a high accuracy level which enables you for high prospecting.



Value Prospect Consulting

Acceptance Letter

To,

Value Prospect Consulting

704-7th Floor, Highway Towers, Tower 1, Sector 62,

Noida, Uttar Pradesh

Ma'am,

Thank you for your offer of employment with Value Prospect Consulting. I am very pleased to accept the invitation to join the firm as a **Research Analyst** at the salary and terms described in your letter dated 12th June, 2019.

I will be able to report to work on 22nd July, 2019 also prior to that date, I will be in touch with your office regarding any additional pre-employment procedures. I have thoroughly reviewed the details of your offer as outlined in the offer letter. I have signed and enclosed a copy of the offer letter as you requested. If I need to complete other paperwork before my first day of work, please mail it to me at my email id, below.

Also I understand that I will be at companies will employee and Value Prospect Consulting has full rights to accept my services as per their timelines/requirement & shall not be liable for any discrepancies which may arise for any reasons.

I am looking forward to working with you.

Sincerely

Name: _____

Contact No: _____

Email id: _____

Signature: _____

Date: _____ Location: _____



Value Prospect Consulting

Date: 12/06/2019

Dear Ms. **Juhi Rastogi**,

Greetings from Value Prospect Consulting!!!

We are glad to inform you that you have been selected for the position of **Research Analyst**. Congratulations!!!

We are pleased to offer you employment with Value Prospect, with a monthly in hand take away of INR **12,000** with 6 months' probation period and INR **15,000** post probation.

Your job title will be **Research Analyst** if you accept this employment offer by filling in the below attached acceptance letter.

In the role of an employee, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is periodically updated to reflect the targets that are to be achieved.

You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor. We hope that this offer will be favorably received and we look forward working with you at Value Prospect.

Expected Joining Date: 17th June, 2019

Joining Location: Value Prospect Consulting, 704-7th Floor, Highway Towers, Tower 1, Noida Sector 62, Near Noida Electronic City Metro Station Uttar Pradesh

Regards,

Neha Aggarwal

Human Resource

Date: 12th June, 2019

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I am looking forward to working with you.

Sincerely

Name: _____

Contact No: _____

Email id: _____

Signature: _____

Date: _____ Location: _____



Value Prospect Consulting

Date: 12/06/2019

Dear Ms. **Saloni Ranjan**,

Greetings from Value Prospect Consulting!!!

We are glad to inform you that you have been selected for the position of **Research Executive**. Congratulations!!!

We are pleased to offer you employment with Value Prospect, with a monthly in hand take away of INR **10,000** with 6 months' probation period and INR **13,000** post probation.

Your job title will be **Research Executive** if you accept this employment offer by filling in the below attached acceptance letter.

In the role of an employee, you will be expected to carry out the duties and responsibilities described in the enclosed job description which is periodically updated to reflect the targets that are to be achieved.

You shall devote your full business efforts and time to the Company and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration without the prior approval of your supervisor. We hope that this offer will be favorably received and we look forward working with you at Value Prospect.

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Sincerely

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Date: _____ Location: _____