

# ARCHELONS

## Recruitment Detailing Company

Strictly Private & Confidential

February 27, 2019

Sugandha Kapoor  
Invertis University,  
Bareilly,

Dear Sugandha Kapoor,

**Subject: Offer Letter for Employment**

ARCHELONS (the "Company") is pleased to offer you an opportunity for full-time employment in the position of **HR Trainee**

You shall report to the **Functional Mentor** of the Company and are required to follow directions given by the person(s) occupying that position or as delegated.

This letter summarizes the key terms of the offer of employment. If you accept the offer, a formal employment agreement that will govern the terms and conditions of your employment will be sent to you (and will control in the event of any conflict with this offer letter) (the "Employment Agreement").

Your total all-inclusive gross annual compensation on a cost-to-company basis will be **INR 2,16,000/- (Rupees Two Lakhs Sixteen Thousand)**, which shall include your basic salary and various allowances which may be claimed in compliance with and subject to limits under the applicable laws and the Company's policies and practices.

All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your salary. The detailed terms and conditions of your employment with the Company are set out in your employment agreement which you will need to execute upon commencement of employment.

You will be eligible for discretionary bonus and participation to the stock allocation rights program on successful completion of probation / training period.

Whilst you are employed by the Company, you are expected to devote your full business time and attention to the performance of such duties as may be assigned to you by the Company, and you shall not engage in or accept any other assignment from any third party during the period of your employment with the Company, except with the prior and express written consent of the Company. You will perform your duties faithfully, diligently and competently, in a professional manner, in accordance with applicable laws and regulations, Company's policies and the employment agreement.

Please note that this offer for employment is contingent upon:

- (1) successful completion by the Company of your background checks;
- (2) your full and complete disclosure to the Company of any and all agreements (noncompetition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment; and
- (3) execution of your employment agreement. The Company reserves the right to withdraw this offer or terminate your employment at its sole discretion and without any obligation whatsoever in the event that it receives any negative background check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company.

  
Registrar  
Invertis University  
Bareilly

  
Director Corporate Relations  
Invertis University  
Bareilly

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If you wish to accept our offer terms and conditions, please sign and return this letter within 3 days to the Company. This offer shall automatically lapse unless you confirm your acceptance of it and return a copy within the prescribed time. On your acceptance of this offer for employment and subject to successful completion of your background checks by the Company, you will be required to join on or before **Saturday, June 08, 2019.**

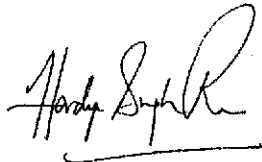
Should you accept this offer, you are requested to provide the Company with copies of documents required for the background check including the following documents (unless already provided)

1. Two recent passport-sized photographs
2. Relieving letter issued by your most recent employer or similar proof of cessation of employment
3. Most recent passport
4. Relevant educational certificates
5. Last drawn payslip
6. Birth certificate
7. Driving license
8. Copy of your PAN card
9. Father's name
10. Duly signed copy of the Personal Data Form (attached)

Please treat this letter and its contents as strictly confidential and do not disclose the same to any person or entity, (except to your advisors, attorneys and accountants, for seeking their advice), without the Company's prior written consent. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact at [hr@archelons.com](mailto:hr@archelons.com)

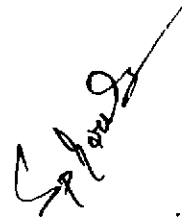
Yours sincerely,



Authorised Signatory



Registrar  
Invertis University  
Bareilly



Director Corporate Relations  
Invertis University  
Bareilly