

Date: 20<sup>th</sup> January 2020

Ms. Deepti Singh

**Subject: Offer of Employment**

Dear Deepti ,

Welcome to New Age TechSci Research Pvt. Ltd.!

On behalf of TechSci Research, we are pleased to extend you an offer of employment for the job role of **Executive Research**.

Your appointment at TechSci Research, will be subject to the following terms and conditions, effective from on or before **3<sup>rd</sup> February 2020**. The specifics of the offer are attached with this letter. Please read it carefully, since it contains important details pertaining to your employment.

We believe that this position is a great match for your talents and skills, and that you will enjoy the personal challenges associated with the assignment.

This offer is also contingent upon satisfactory completion of our reference and background checking process.

#### 1. Work Location and Transfer

- Your current job posting will be at **Noida, India**.
- However, your services are liable to be transferred from one location to another or one department to another, anywhere in India or any International location as per the organization's business need and imperatives. Consequent to such transfer, you shall be following the employment terms and conditions applicable to your category of employment in the new place.

#### 2. Compensation and Benefits

- Your salary is subject to all applicable taxes and withholdings. You can find your detailed salary structure in **Annexure-I**.
- **Group Medical Coverage:** You are entitled for a **Group Medical Coverage (GMC)** of **Rs. 1,00,000/-** annually. GMC policy is subject to update/change/withdraw by the company with or without notice in the beginning of every calendar year.
- **Gratuity:**
  - Gratuity would not be applicable during probation period.
  - Gratuity, as a component of CTC, is payable to an employee who completes 5 years of continuous service with Techsci Research.

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- **Incentives:** The applicable incentive plan, payable as per the company policy, will be announced at the beginning of the Calendar Year for the period of twelve months or from the date of Appointment.
- **Performance Reviews:**
  - The performance review is done once a year i.e. December. Employee needs to complete minimum six months with the organization to be eligible for the performance reviews.

### 3. Working Policy

- Monday to Friday from 9 AM to 7 PM.
- Company reserves all rights to change your working timings with or without prior notice as per the business necessities.
- Company doesn't provide transportation facility.

### 4. Leaves and Holidays

- You will be entitled to the approved leaves and public holidays (list declared by the company at the beginning of the calendar year) as per the company policy.
- You will not be eligible to avail Leave/es during the probation period. However, you can use your accumulated leaves from the date of confirmation.

### 5. Probation Period

- Your probation period will be for first 6 months from the date of joining.
- As per the company policies your performance will be reviewed at the end of your probation period before you are confirmed. In case your performance is not considered to be satisfactory your probation period will be further extended as per the management's decision.
- Your employment shall not be deemed to be confirmed until the Company issues a Letter of Confirmation to you.

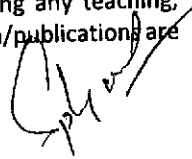
### 6. Code of Conduct

As part of your employment, you will be required to adhere to the code of conduct of the Company. We expect all employees to fully understand the philosophy and the policies and procedures governing the standard of business behaviors and to adhere thereby. You will especially note the following:

- You will be wholly and exclusively in the employment of the Company and are not permitted to carry on any other business, profession, short term project/assignment or employment.
- You will have to obtain prior written permission from the Company before undertaking any teaching, training or writing assignment and would ensure that views expressed by you in the media/publications are strictly your personal views.

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- Any violation of code of conduct / acts of criminal offence and moral turpitude which include breach of conduct including but not limited to, insubordination, insolence, gross neglect of duty, sexual or non-sexual harassment, dishonesty, embezzlement, accepting any bribes, commission or discounts etc. from any outsider; placing personal consideration of any nature above the Company's interest or any other kind of misconduct on your part, would invite appropriate disciplinary action.

**7. Covenant Not to Compete:**

- You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company nor work for any company which competes with the Company.
- For a period of two (2) years immediately following the termination of your employment, you will not, for yourself or on behalf of any other person or business enterprise, engage in any business activity which competes with the Company.

**8. Non-Solicitation:**

- During the term of your employment, and for a period of two (2) years immediately thereafter, You agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.
- Soliciting Customers After Termination of Agreement. For a period of two (2) years following the termination of your employment and your relationship with the Company, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Company on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company.

**9. Termination and Retirement**

- TechSci Research reserves the right of terminating this employment agreement with immediate effect if the employee is found to have committed a breach of any confidential obligations or TechSci Research's ethical research guidelines, or committed any acts or omissions which create a doubt regarding integrity and honesty of the employee, or has willfully or knowingly acted in a manner which is prejudicial to the interest of the company. Further, TechSci Research can terminate the employment agreement with immediate effect in case the employee is found to be charged / convicted by a court of law.
- Finally, TechSci Research reserves the right of terminating the employment agreement with immediate effect if the employee is disabled or incapacitated for a period of 90 days, whether or not consecutive, in any 180-day period. The final decision will be taken by the management.
- The length of the notice that you are entitled to receive from TechSci Research in the case of termination of your employment or in case of your resignation will be two weeks during the probationary period, and three months after confirmation. For more details, please refer to employee manual.


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- An employee is required to inform the Manager/CEO/MD/HR, in the event of an emergency. If he/she is absent from work without intimating appropriate people in the office for three working days, it will be considered that he/she is absconding. TechSci Research will have the option of terminating the employee's services if he/she does not rejoin work on the fourth day.
- Notwithstanding anything to the company, the company reserves the right to require the employee to become a signatory to an undertaking / written agreement which provides for an 'extended notice period' in case the Company (or any of the Company's clients) incur expenses to arrange for a International visit of the employee or for a training / instruction of the employee in an International location (Location outside from the current job location in the country). It is acknowledged by the employee that in such cases, substantial loss (including loss of revenues and loss of reputation due to non-fulfillment of obligation to a client) is likely to be caused to the Company, by reason of the departure of the employee from the employment of the company. Hence, in such a event, the company can require the employee to provide an undertaking to the Company to the effect that the employee will continue in the employment of the Company for a specified time period. In the event of a failure on the part of the employee to complete the specified time period in the employment of the Company, the employee will be liable to pay compensation to the Company, including the travel expenses incurred by the Company for the international visit of the employee as well as the loss of business and reputation.

  
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**10. General**

- You are required to submit copies of the List of documents stated in the **Annexure-II** at the time of joining.
- If at any time it is found that you have furnished false information or withheld or suppressed any fact or information, in that case the Company shall be entitled to take disciplinary action which may include termination of the employment.
- This letter of offer and appointment is a confidential document and should not be shared with any third party without prior approval from the appropriate authority. Any violation of this term will be treated as a breach of integrity and will lead to the offer of appointment being revoked.

**We are excited to have you as part of our TechSci Team and look forward for your valuable contribution to our company and client's success.**

**Agreement of Employment**

This agreement of employment is valid for 48 hours from the date of issue. If we do not receive your acceptance within 48 hours, please treat this offer as cancelled.

For New Age TechSci Research Pvt. Ltd.

Accepted as per the terms and condition



Mr. Karan Chechi  
Director-Research

Name \_\_\_\_\_

Job Role Offered

Agreed Date of Joining:

\_\_\_\_\_

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**Annexure-I**

**Compensation details of Ms. Deepti Singh**

**Designation: Executive Research**

**Annual CTC: INR 3,82,593/-**

Particulars of Ganta Dileep	Annual (INR)	Monthly(INR)
Basic salary	134400	11200
Others		
HRA/Company leased accommodation	67200	5600
Special allowance	79200	6600.0
Conveyance Allowance	19200	1600
Meal Allowance	9000	750
Medical allowance	15000	1250
Telephone Allowance	12000	1000
<b>Total Gross salary (including Employee PF+ Tax)</b>	<b>336000</b>	<b>28000</b>
Variable Pay		
Performance incentive	24000	
Benefits		
Employers contribution to PF	16128	
Gratuity	6465	
<b>Total Benefits</b>	<b>22593</b>	
<b>Cost to the company(Gross+Variable+Benefits)</b>	<b>382593</b>	

**Employment Condition:** You will be entitled to get the salary of Rs.25,000 Gross per month (inclusive of employee provident fund contribution and taxes) until you will not become a confirmed employee of TechSci Research and will not receive the written confirmation for the same from HR. Afterwards you will be entitled of salary Rs.28000 Gross per month as mentioned in the above salary break up .

Accepted by \_\_\_\_\_

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

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*(Handwritten Signature)*

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**Annexure-II**

The above offer is contingent upon your providing the following documents:

- Copy of CV.
- Four passport-size colored photographs.
- Copy of offer letter from previous employer/s and your last three months salary slips of your previous employer.
- Relieving letter from your previous employers.
- Photocopy of 10<sup>th</sup> and 12<sup>th</sup> Passing Certificate.
- Photocopy of Graduate and Post Graduate Degree/Diploma.
- Current Correspondence address proof and permanent address proof.
- Medical Fitness Certificate incase of any chronic disease history.
- Photocopy of your Passport, PAN Card and Aadhaar Card – if you do not either one of them then you would be required to apply for one immediately after joining TechSci Research and submit a written request for submitting the documents at a later date which shall not be more than 60 days in any case.
- Aadhaar Card and PAN Card are a mandate to have and submitted to the HR Department.
- You will be required to sign a confidential information, non-solicitation, non-competition, business conduct and research ethical guidelines agreement on joining TechSci Research.

I have read and understood the above document and agree to abide by the terms and conditions stated above

\_\_\_\_\_  
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Job Role

  
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