

## QUALITY TUTORIALS PRIVATE LIMITED

206, Floor-2, Arun Chambers, Pandit Madan Mohan Malviya Marg, Tardeo, Mumbai -400034

23<sup>rd</sup> November 2019  
Name: Shivani Singh

Dear Shivani,

### Congratulations!

We are pleased to offer you a position at **Quality Tutorials Pvt. Ltd. under the brand name: LIDO**. We enjoyed getting to know you, and strongly believe that you have much to contribute to our mission and growth ambitions.

The terms and conditions of your appointment are as below:

**1. Designation**

You will be designated as **"Trainee- Business Development"**

**2. Work Place**

You will work out of office in **Delhi NCR**.

**3. Date of appointment**

Your appointment with us is effective from the joining date mutually agreed upon when you would report on a full-time basis.

**4. Salary**

Your total compensation during internship would be Rs. 5, 60,000 (Five Lac and Sixty thousand only) comprising of Rs. 3,60,000 as fixed and Rs. 2,00,000 as performance-based variable.

Your total compensation post internship & review would be Rs. 10,00,000 (Ten Lac only) comprising of Rs. 7,00,000 as fixed and Rs. 3,00,000 as performance-based variable.

**5. Reporting to:**

You would be reporting to **Rishabh Arora**

**6. Leave**

The company shall notify about the leaves and declared holidays at the time of joining.

**7. Other Work**

Your position is whole time employment with the company and shall devote yourself exclusively to the jobs of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory

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capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade of business during the employment with the company without permission in writing.

**8. Background Verification Process**

The Company reserves the right to conduct a background check of its employees, and your employment may be conditioned on satisfactory results.

**9. Transfer**

You will be liable to transfer in such capacity as company may from time to time determine to any other location, department, of the company. In such case, you will be governed by the terms and conditions of services applicable to the new assignments.

**10. Confidential Information**

You will not at any time without the consent of the company disclose or divulge or make public except on legal obligations regarding the company's affairs or administration or research carried out whether the same may be confided to you or become known to you in the course of services or otherwise. All the inventions, patents, documents, codes, designs made on company provided laptop/computer/device or personal computer/laptop during work hours rights in, to and under the ownership of the company. As an employee Quality Tutorials Pvt. Ltd., You must maintain the confidentiality of information to which you have access. This includes, but is not limited to information associated with company internal discussions, documents/ records, client details, business plans etc. Confidential Information is to be held in the strictest confidence, whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information, and could lead to severe action up to, and including, immediate termination of employment.

**11. Protection of Interest**

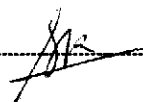
If you conceive of / invent / discover / improve on any new or advanced or current methods of improving process / formulae/systems in relation to the operation of the company or its affiliations or customers, such developments, discoveries or inventions will be fully communicated to the company and will be remain the sole right/property of the company.

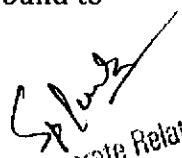
**12. Probation and Review**

You will be on probation for three months after which your performance will be reviewed and if found suitable, you will be confirmed in your current position.

**13. Notice period**

Your employment is terminable by giving (15 Days) notice during the probation period & (30 days) post confirmation. Either party is not bound to give any reason thereof.

  
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**14. On Separation**

On termination of this contract , you will immediately give up to the company, before you are relieved, all correspondence, specifications formulae , books, documents, cost data, market data, literature, drawings, effects or records, etc, belonging to the institute or relating to its activities and shall not make or retain any copies of these items.

**15. General**

You will abide by the office rules applicable from time to time.

The above terms and conditions are subject to company policy. Please confirm that the above terms as acceptable to you by signing a copy of this letter.

This offer is contingent upon proof of education and employment credentials and a satisfactory relieving letter from your previous employer. You should also provide us with 2 passport size photographs, copies of all educational Certificates / Mark sheet and copy of your passport.

With warm regards,  
**For Quality Tutorials Private Limited**

*S. H. Sheth*

**Sahil Sheth  
Founder**

I agree to accept employment on the terms and conditions as mentioned above.

Date:

Date of Joining:

Name:

Signature:

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**Annexure I  
(During Internship)**

**Name:** Shivani Singh  
**Designation:** Trainee- Business Development  
**Annual Fixed:** INR 360000/-  
**Performance Based Incentive:** Up to INR 200000/- per annum

**Breakdown of Monthly Fixed Salary**

Basic Salary	Rs. 12,000
House Rent Allowance	Rs. 6,000
Food Allowance	Rs. 2,600
Employer's Contribution to Provident Fund	Rs. 0
LTA	Rs. 2,500
Books and Periodicals	Rs. 1,500
Communication reimbursement	Rs. 1,500
Special Allowance	Rs. 3,900
<b>Total</b>	<b>Rs. 30,000</b>

  
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