

Date: May 3, 2022

Mr. Shobhit Agarwal

Sub: **Offer Letter for Employment**

Dear **Mr. Shobhit Agarwal,**

Thank you for your interest, time and commitment during our recent interactions. We appreciate your enthusiasm for our journey and are delighted to extend an offer for you to join us at Youbooks India.

Your skills, experience and aspirations will enrich a team we are already very proud of. Together, we have a unique opportunity to build a distinctive and pioneering organization that transforms students, parents, and schools, through our pioneering, robust and enthusiastic pedagogy. We hope you are as excited as we are, to shape our mission.

The details of our offer are as follows.

1. **Designation:** Full Stack Developer
2. **Team:** Tech Development
3. **Reporting Manager:** Vice President – Technology
4. **TCTC** : CTC- 3.3 LPA
 - a. 28000/- Per Month (Fixed), Annualized to 3.3 LPA
 - b. Benefits and other entitlements will apply as per standard company policies.

Head Office: YOUBOOKS EDTECH PTE LTD. 808 French Road, #05-151, Kitchner Complex Singapore (200808).


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5. **Joining Date** (on or before): Monday, May 16, 2022
(This offers stands automatically revoked, on not joining as per the indicated timelines.)

6. **Location:** Gurgaon, Haryana

7. **Working Days:** 6 Days a week
(You can opt for any weekday as your weekly off day except the weekend)

8. **Working Hours:** 10 AM – 7 PM

9. **Probation Period:** 3 months from the date of joining.

10. **Notice Period & TERMINATION :**

i. **Without Cause:**


- a. 30 days' notice for both Employer and Employee during the probation period.
- b. 90 days' notice for both Employer and Employee after probation period.

ii. **For cause:** Defined as non-performance of duty as assigned by the manager or the employer, misconduct at the place of work/online, dual employment including freelancing or any other activity which is professionally unethical.

ALL 'FOR CAUSE' INSTANCES will result in immediate termination of employment without any notice by the employer both during and after the probation period.

11. Upon your acceptance of the offer, if required, the company could conduct independent reference/background checks. This offer and subsequent

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association is contingent on receipt of satisfactory references and background check validations.

12. **CONTRACT OF EMPLOYMENT:** When you sign this offer letter document, it is assumed that you commit to stay with the Company for a minimum period of 2 years, unless your services are terminated by company. In case you wish to disassociate yourself from the Company before completing your two years, then you commit that you will pay a minimum amount of Rs. 75000 (Seventy-five thousand OR 3 months salary whichever is higher) in lieu of early disassociation with the company. In case you do not pay this amount and decide to leave then in such case company shall not issue you Service Certificate, Relieving letter and other such documents and at the same time all your existing dues with the company if any, shall not be cleared by the company.
13. We will be happy to resolve any queries that you may have. Please reach out to us for any clarifications.
14. Please indicate your acceptance of the terms & conditions of this offer in writing via a reply to email / countersigning the LOI.
15. Along with the acceptance, please share self-attested scanned copies of
- | | | |
|-------------------|-----|---|
| Education | • : | Mark sheets and Pass Certificate/Degree/Diploma (X, XII, UG, PG, Other). |
| Employment | • : | Acceptance of Resignation / Relieving Letters of all previous associations, Form 16 / Form 16(A) / Form 12B. |
| Other | • : | Aadhar / UID; PAN; PF Details (PF No. & UAN No.) ; Driving License; Passport; Current Address Proof; Recent digital photograph (formal wear with a light background). |

SPJ
 Director, Corporate Relations

SR
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For Employer

For Employee

Paurush Pandit

Understood and Accepted


Director


Signature:

Name :

Place :

Date :


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