

OFFER LETTER

Ref: NTZ/HRD/NAD/2022/0028-0028

Date: 1st Nov, 22

Ms. Aarfeen Ilyas
D/O Ilyas Ali Khan, holi Chaurha
thirya nizawat khan, khesharpur,
Bareilly, p.a.c,dso, Uttar Pradesh,
243123

Dear Aarfeen,

Based on your interview with us and the terms and conditions mutually discussed and agreed upon, we are pleased to offer you the position of Junior Software Engineer at Netsmartz Infotech (India) Pvt. Ltd, Chandigarh.

You will join us as an Execution based trainee for a period of six months w.e.f. 9th Jan 2023 at our Mohali facility.

You will initially undergo training for 6 months i.e., from 09th January 2023 to 7th July 2023 at the Mohali location to learn the expertise required for the position we will offer you. **An allowance of INR 10,000 per month (TDS deductions applicable) will be paid to you during the said period of 6 months of "EBT" (which shall be based on your Execution during the respective month of training).**

There will be a 30 months of service agreement, effective from the date of joining (6-month of training period & 2-years as full-time employee) with Netsmartz Infotech Pvt. Ltd. Chandigarh.

Your graduation to Full Time Employee is subject to satisfactory results and Execution during the "EBT". Netsmartz reserves the right to assign you any department and location across the Netsmartz group of Companies. During the training, the shift timing will be from 9:00 AM to 6:00 PM from Monday to Saturday.

Note- After conversion to FTE with Netsmartz Infotech (India) Pvt. Ltd, your working hours will be from 10:00 a.m. to 07:00 p.m., Monday to Saturday during the first year of your service and from the second year onwards, the hours will change to 10:00 a.m. to 7:00 p.m. from Monday to Friday, the timings can change as per business requirement. However, the shift timing from the second year onwards may apply as per the work assigned by your department; (9hrs shift including lunch of any combination) hence, it could be any shift such as 09:00 a.m. to 06:00 p.m., 10:00 a.m. to 07:00 p.m., 11:00 a.m. to 08:00 a.m. or 12:00 p.m. to 09:00 p.m., the timings can change as per business requirement.

You are required to send self-attested copies of the following:

- All certificates in support of your Educational Qualification(s)
 - Standard X- and XII-mark sheets /equivalents
 - Degree certificate and mark sheets for all semesters
 - Postgraduate Degree certificate and mark sheets for all semesters
 - Professional certification if any
- Passport size photograph
- Aadhaar Card
- Permanent & Current Address Proof (Ration card/Landline Telephone bill/Electricity bill)
- Affidavit with permanent / current address (whichever is applicable), signed and stamped by Notary
- Identity Proof (Voter's ID/ Driving License)
- Copy of your passport (If you do not have one, please apply for the same)
- Copy of vehicle RC/ Proof of any asset you own
- 2 copies of PAN Card
- Cancelled cheque and bank details

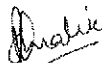
You will join the services of Netsmartz Infotech Pvt. Ltd. on 09-Jan-2023. We shall appreciate the acceptance /confirmation of this letter latest by 2nd Nov 22. Non-acceptance before the stipulated date will make this offer redundant automatically.

Your salary shall be INR 3,60,000 (Rupees Three Lakh Sixty Thousand Only per annum, detailed breakup in Annexure I attached). Your Appointment Letter containing terms and conditions shall be given to you on your joining.


Please return the enclosed copy duly signed as a token of your acceptance of the letter.

Note: You will be required to sign the legal agreement and NDA before the date of joining the organization.

Regards,



Ravneet Malik
Head- Netsmartz Academy
Netsmartz Infotech Pvt Ltd


Registrar
Invertis University
Bareilly

Candidate Signature:

Date:


Director Corporate Relations
Invertis University
Bareilly

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Date: 1st Nov, 22*Annexure I*Annual Package for the 1st year of service:Duration: From 10 July-2023 till 09-July 2024

Salary Components	Monthly	Annual
Basic Salary	20,000	2,40,000
HRA	3,538	42456
Gross Salary	23,538	2,82456
Gratuity	962	11,544
Group Medical Insurance	500	6,000
Project Based Bonus	-	60,000
Monthly CTC	25,000	3,60,000
Gross Salary as above	23,538	2,82456
In Hand	23,538	2,82,456

Note:

- Project-based bonus (PBB) – will be subject to the employee being assigned to a billable project to be paid annually. The project assigned needs to be billable in nature i.e. revenue earning for the organization. An internal project that the company assigns you as part of your training will not fall under the PBB.
- Net salary (In hand) will be subject to TDS deductions as per the prevailing Income Tax Rules, Provident Fund, Gratuity, ESI and NRC Deductions(quarterly).
- As per ESI guidelines, ESI deduction will remain applicable half yearly even if an employee's gross increases to more than Rs 21000 per month.
- The compensation information is confidential. We request you use discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as unethical by the organization

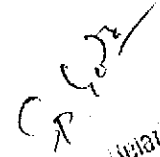
Regards,



Ravneet Malik
Head- Netsmartz Academy
Netsmartz IT Solutions Pvt Ltd

Candidate Signature:
Date:


Registrar
Invertis University
Bareilly


Director Corporate Relations
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Annexure II

Annual Package for the 2nd year of service:
Duration: From 10-July-2024 till 09-July-2025

Salary Components	Monthly	Annual
Basic Salary	26,000	3,12,000
HRA	5,583	66996
Gross Salary	31,583	3,78,996
Gratuity	1250	15,000
Group Medical Insurance	500	6,000
Project Based Bonus	-	60,000
Provident Fund		
Monthly CTC	33,333	4,60,000
Gross Salary as above	31,583	3,78,996
In Hand	31,583	3,78,996

Note:


- Project-based bonus (PBB) – will be subject to the employee being assigned to a billable project to be paid annually. The project assigned needs to be billable in nature i.e. revenue earning for the organization. An internal project that the company assigns you as part of your training will not fall under the PBB.
- The CTC mentioned above will be subjected to your performance during the 1st year of your employment
- Net salary (in-hand) will be subject to TDS deductions as per prevailing Income Tax Rules, Provident Fund, Gratuity, Group Medical Insurance and NRC Deductions(quarterly)
- Employees can choose PF in the second year; the PF deductions will impact the in-hand salary.
- The compensation information is confidential. We request your discretion in handling your compensation-related information. As a company policy, we prohibit sharing this information with other employees or unauthorized personnel. Any violation of this will be treated as unethical by the organization
- Retention Bonus – A retention bonus of 1.2 Lacs will be provided only if the employee completes 3 years of service in the company starting from his/her date of joining as a full-time employee


Regards,



Ravneet Malik
Head- Netsmartz Academy
Netsmartz IT Solutions Pvt Ltd

Candidate Signature:
Date:


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Annexure III

Training Period:

1. The "EBT" training will be conducted at Mohali, Sebiz building, Sector 67. The candidate is required to report to the Mohali Office at 10.00 a.m. on the first day.
2. Netsmartz Academy shall decide the technical stream for the candidate after the due screening.
3. The classes will be held for 8 hours plus 1 hour of lunch break, every day comprising of 4 hours each of theory and lab from 9.00 a.m. to 6.00 p.m. from Monday to Saturday.
4. An allowance of 10,000/- pm shall be given during the training, which is applicable with mandatory statutory deductions (TDS). In case the candidate receives an excess amount of allowance, the same amount will be adjusted anytime during the training period. The allowance will not be paid for the month if the candidate does not perform or underperforms.
5. The allowance will be applicable only after the commencement of classes. Hence, for instance, if you join on the 9th of January 2023 and your classes commence on the 27th of January 2023 then the allowance will be calculated from the latter date (27th Jan) on a pro-rata basis.
6. Allowance will not be applicable; in case the candidate does not meet the below mentioned criteria. The assessment will take place every month and the allowance will not be paid for a non-performed month.
 - a. A minimum attendance of 85% is to be maintained in all the classes and labs every month (technical and soft skills).
 - b. Candidates are required to score 80% in their monthly assessments and assignments.
 - c. In case the training is extended due to non-Execution (Non-performance) of the candidate, no Allowance will be applicable.

**** In case a lockdown is announced due to Covid then the training will be conducted online and an allowance of Rs 5000/- instead of 10,000/- will be given to the candidate. However, no change shall reflect on the CTC. For online trainings, the candidate will be responsible to ensure the availability of a good internet connection and PC/Laptop with a good configuration to install required software for the training. During online training it the candidate must attend trainings from 9.00 AM to 6.00 PM, Monday to Saturday.**

7. The candidates can avail themselves of 5 days of paid examination leaves. These five days of leaves will not affect their attendance criterion of the performance.
8. In addition to the examination leaves, 6 casual leaves (one leave per month) shall be provided to the candidate during the training. However, the candidate must ensure, that it will be his/her/their sole responsibility, to make up for the loss of classes.
9. The candidate is required to sign and accept the Offer within 24 hours of receiving the Offer Letter.
10. The candidate is required to sign and submit a confidentiality agreement and an indemnity bond with the company within 24 hours of receiving the documents.
11. The candidate leaving the academy in middle of the training period will be required to pay the applicable penalty defined in the indemnity bond.
12. Only after receiving all the required documents, the candidate shall be confirmed for the "EBT".
13. Having accepted this offer, the candidate agrees that he/she/they will abide by the guidelines and working conduct and observe all practices and policies of the company during the training period.
14. In case of a revision of policies and guidelines, the company will share the revised appointment letters as and when required. The candidate will be expected to abide by all the changes/revisions to the policies and the guidelines.
15. The company holds all the right to terminate the candidate's association with the company during the training period due to any reason like submission of false documents, medically unfit to work, consumption of drugs, nonperformance, punctuality, or other behavioral and POSH issues. The company shall not be liable to pay any

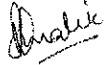
allowance in case of termination due to any reasons mentioned herein in this para no 15.

16. The company policies and guidelines for Full-Time Engagement will be applicable once the candidate converts to Full Time Employee (FTE) with the company.
17. The candidate shall be converted to FTE once he/she/they pass all assessments and assignments during the "EBT". He/she/they are also required to submit his/her/their complete degrees before being converted to FTE in the absence of which the candidature will be put on hold or may even be cancelled.
18. After successful completion of the training, the candidate may be assigned any location, PAN India, depending on the company's requirements. No preferences shall be considered in this regard.
19. After successful completion of "EBT and conversion to FTE: there shall be a probation period for the first three months and Netsmartz Academy shall reserve its rights to observe and assess the candidates during their period of probation. Non-Execution during the period of probation may/can lead to re-training or termination without notice from the employment of the company.

Please confirm your acceptance of the terms of this offer, failing which, the company holds the right to cancel the candidature.

We look forward to having you on our team!

Regards,



Ravneet Malik
Head- Netsmartz Academy
Netsmartz Infotech(I)Pvt Ltd

Candidate Name:
Date: