

## Zedvox

NIRVODAY PVT LTD

**Date: 16/Mar/2023**

Name	Mohini Agarwal
Email ID	amohini697@gmail.com
Mob No	7217483339

### Offer Letter

**Dear Mohini Agarwal,**

**Congratulations!** Zedvox is pleased to extend you a conditional offer of employment for the position of Human Resources - (Work from Home).

Out of the many candidates you are selected to join the Zedvox to work at India's Top Live Online Skill Development Classes Platform. We are excited for you to formally begin working with us.

**Salary:** We confirm offering annual compensation of **300000** comprising INR **200000/-** and a variable component of **INR 100000/-** per annum.

Your salary and other benefits will be as set out in Schedule 1, hereto. Your salary will be paid monthly as direct deposit to your Bank account by the 1st week of the subsequent month. The structure of your compensation plan may be altered / changed from time to time in line with the Compensation policy and practices of the Organization.

**Timings:** You will observe the timings prevalent in the establishment or establishments where your services are made use of. The normal working days are Monday to Saturday . You will be required to work for such hours as necessary for the proper discharge of your duties to the Company.

**Probation Period:** You will be on probation for 90 Days during which your performance will be reviewed however you are expected to clear the On-the-Job Training (OJT) Certification in 17 days. Your employment is terminable by giving (48 Hours) notice during the probation period & (30 days) post

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confirmation. Either party is not bound to give any reason thereof.

**Covid Protocols:** You are expected to take personal responsibility when it comes to vaccination and follow Covid safety protocols while working.

By accepting this offer your training will commence from **16/Mar/2023**. You will be absorbed with a full time employment contract subject to clearance of all the assessments during the training program successfully, failing

which leads to termination of contract at any stage of the training program with no obligation from both the parties.

If you aren't certified during the training period this offer shall stand revoked and the organization is not liable to compensate during this period.

This job offer is contingent upon the following:

- ✓ Completion of a satisfactory background check.
- ✓ Passing the classroom training wherein working laptop with good microphone and camera and data connection are essential
- ✓ Clearing the On Job Training (OJT) certification
- ✓ Execution of an employment/non-compete/confidentiality agreement.

Once the above contingencies are successfully completed and you have submitted the statutory KYC documents namely PAN, Aadhar and Bank Account details then you will be appointed as a full time employee as per the offered role. Failure to provide appropriate documentation before completion of training will result in immediate termination of employment in accordance with the terms of contract.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to termination without prior notice.

**Indemnity:** You agree to defend and hold harmless the company and its officers, directors, employees, agents, successors and assigns of the company ("Indemnified Parties") from and against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs or expenses of whatever kind, including reasonable attorneys' fees and the costs incurred by such the company or Indemnified Parties that arise out of or relate to any breach of any of its representations, warranties, covenants or obligations.

You agree that in no event, and at no time during the Term of this Agreement or at any time thereafter, shall disparage, denigrate, slander, libel or otherwise defame the company, its businesses, services, employees, personnel, agents, or representatives.

**Non-Compete.** You shall ensure that during the Non-Compete Period, refrain from directly or indirectly (including but not limited to as an employee, consultant, independent contractor, partner, shareholder, member or in association with any other Person or in any other capacity) carrying on, setting up, soliciting on behalf of, rendering any services to, engaging in, guaranteeing any obligations of, extending credit to, or having any ownership interests in or other affiliation in any Competing Business within the territory of India.

You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

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**Schedule I**

<b>Schedule -1</b>			
<b>Designation:</b>	<b>Associate Recruiter</b>		
<b>Department:</b>	<b>Human Recruiter</b>		
<b>(A)</b>	<b>Salary Components</b>	<b>INR (p.m.)</b>	<b>INR (p.a.)</b>
I	Basic	10000	120000
II	HRA	-	-
III	LTA	-	-
IV	Book and Periodicals	-	-
V	Communication Reimbursement	-	-
VI	Special Allowance	6666	79992
<b>GROSS INCOME</b>		16666	199992
<b>(B) RETIRALS</b>			
I	Provident Fund (Employer's Contribution)	1000	12000
<b>Total (A+B)</b>			211992
<b>(C)</b>	Annual Variable (Incentive) (Maximum Payable)	-	88001
<b>COST TO COMPANY (A+B+C)</b>		17000	300000

**Payout for Training Cum Certification period**

The company is committed to investing its resources in the training and development of its employees. As such, the company has a reasonable expectation that you will apply the knowledge and skills obtained during Training to maximize the positive impact of the learnt skills in your assigned key results. Only those candidates who get certified in the training evaluation will be appointed in the organization. Considering the significant investment that the training represents, only those who earn training **certification** will be paid **INR 2000** For the training cum evaluation period . However, If you don't qualify the training certification or quit the training mid-way then neither you nor the company is liable to compensate for the training cum certification Period.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter to me no later than **16/Mar/2023** If you have any questions about this offer, write back to us at [Recruitmentcell@zedvox.com](mailto:Recruitmentcell@zedvox.com)

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We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

Sincerely,  
On Behalf of Zedvox



Ramesh Singh  
Authorized Signatory

I have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with Nirvoday Pvt Ltd (Zedvox) is considered at will, meaning that either the company or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until **3 Days** Any acceptance postmarked after this date will be considered invalid.

Date:

Signature:

CIN number: U80900UP2022PTC158808

Mailing address – 3rd FLOOR , GROUND ZERO BUILDING, PARA ROAD ALAMBAGH, LUCKNOW, UTTAR  
PRADESH, 226009

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