



21 February 2023

Palak Kaur
Noida

Subject: Employment Offer for the Position of Associate- Business Development

Dear Palak Kaur,

We are delighted to offer you a position with Leverage Ed-Tech Private Limited (the "Company") at our Noida Office as an Associate- Business Development. This letter describes the basic terms of the offer subject to a mutual agreement on the terms stated below.

This offer stands contingent on a background check and validation of the information provided by you during the interview or any other process related to your employment with the Company.

Employment Start Date

You are required to commence employment with the Company on **March 01, 2023** (the "Joining Date"). You will be on probation for a period of three months from the date of your joining. Wherein the probation period may be either extended at the discretion of the management or maybe reduced either earlier or on completion or thereafter till confirmation.

Your services are liable to be terminated with notice of not more than **15 (Fifteen) days** during the initial or extended period of probation. In case you decide to leave the company during this period, you will need to give notice of **15 (Fifteen) days** to the company.

Employment Benefits and Compensation

Your **Fixed Annual CTC** will be **Rs.3,60,000/- (Rupees Three Lakhs Sixty Thousand Only) Per Annum**. The Salary Break- up is outlined in Annexure- I for your reference.

Variable Performance Pay: Incentive of up to **Rs.3,00,000/- (Rupees Three Lakhs Only) Per Annum** (based on Actual Performance).

Leave/Holidays (Annual)

You are entitled to a **Casual Leave of 7 (Seven) days**. You are entitled to **7 (Seven) working days of Paid Wellness Leave**. You are entitled to **15 (Fifteen) days of Paid Earned Leave** as per the leave policy of the company. The Company shall notify a list of declared holidays at the beginning of each year.

During the probation period, only **Wellness Leave/s** can be granted in case/s of an emergency at the discretion of the Reporting Manager.

Employment Agreement, Confidentiality of Proprietary Information, and Non-Disclosure Agreement

The employee's duties may be reasonably modified at the Company's discretion from time to time. The employee will be required to work full time with the Company and, during this employment, will not engage in any other business activity, regardless of whether that activity is pursued for profit, gain, or any other monetary advantage. The employee is also prohibited from investing in any other competing business. The employee will be required, during, and after the term of this employment, not to reveal any confidential information or trade secrets to any person, firm, corporation, or entity. In case of breach of this condition, the Company can take action against the employee, which may be disciplinary or legal in nature.

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Invertis University
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77, Old Gajinder Nagar, New Delhi- 110060

hello@leverageedu.com

S. Agoodh
Director Corporate Relations
Invertis University
Bareilly



For a period of 6 (Six) months after the Termination of Employment with the Company, you shall not, directly or indirectly, engage or get employed in a business similar to that of the Company. If in case, you discontinue your association with the Company, you shall not directly or indirectly solicit or attempt in any manner to solicit, any business from any existing customer/ client of the Company or employ, solicit, incite, canvass, or assist any person to employ, any person who is in the employment of the Company.

If the terms stated above are acceptable to you, please return a signed copy of this document.

Conditions for Termination

Your appointment can be terminated by the Company, without any reason, by giving you 30 days prior notice in writing or salary in lieu thereof. You may terminate your employment with the Company, without any cause, by giving no less than 30 days prior notice or salary for an unsaved period, left after adjustment of pending leaves, as on date.

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

Documents required

On the day of your joining, please bring the printed copy of the following documents to help us get you onboard quickly.

1. Relieving/Experience certificate or Resignation Acceptance from the previous employer (Mandatory)
2. The Last three-month payslips received from the previous employer if any
3. 10th, 12th & Graduation Mark sheet or Certificate (mandatory)
4. Post-Graduation Mark sheet, Additional Qualification documents (mandatory, if applicable)
5. Five passport size photographs
6. Proof of Identity- PAN Card and Aadhar Card (Mandatory)
7. Proof of Address- Aadhar Card, Passport, DL, Electricity Bill, Rent Agreement etc. (Mandatory)

If you have any queries or need assistance regarding your joining, please contact the HR Team. We are excited about the possibility of you joining us and look forward to a mutually beneficial working relationship.

Yours Sincerely,
For Leverage ED-Tech Private Limited

Saugata Sarkar
Saugata Sarkar
(Director- Talent)

Employee Acceptance:
I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:

Signature: _____ Date: _____ Place: _____

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5/19/2024
Director Corporate Relations
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Annexure-1

Cost to Company (Fixed- INR)*		8,60,000**	
Base Work Location	Noida		
Component	Annual	Monthly	
Basic	1,80,000	15,000	
HRA	90,000	7,500	
Special Allowance	68,400	5,700	
Employee PF Contribution	21,600	1,800	
Gross Salary (Pre- Tax)	3,38,400	28,200	
Employer PF Contribution	21,600	1,800	
Cost to Company (Fixed Gross)	3,60,000	30,000	
Annual Variable Performance Pay (Performance Based)**	3,00,000	25,000	

*Payments are subject to applicable taxes and statutory deductions.

**Annual Variable Performance Pay is an annual/quarterly/monthly component as per company policy and pay-out is subject to actual performance as measured against organisational parameters in the Appraisal Cycle or as authorised by the Company. All related payments are subject to Income Tax and Statutory deductions.

Yours Sincerely,
For Leverage ED-Tech Private Limited

Saugata Sarkar
(Director- Talent)

Employee Acceptance:

I accept employment with the Leverage ED-Tech Private Limited under the terms described in this letter:

Signature: _____ Date: _____ Place: _____

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Shreed
hell@leverageedu.com
Director Corporate Relations
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