



## Employment Agreement

Date: 02 July 2023

To,  
Sana Ulla,  
Designation: Medical Scribe Trainee

It is our pleasure to welcome you as a Medical Scribe Trainee at **IDS InfoTech Limited**. In this position, you will directly report on 02 July 2023. In this respect, you are required to sign standard terms and conditions of employment as detailed in **Annexure A** and a standard **Confidentiality Contract**.

Your remuneration package (Cost to Company) will be **Rs.4,50,004/- per annum**. The necessary break-up is as stated in **Annexure B**.

- **Take home Salary:** Your take home salary would be **Rs.3,84,000/- per annum**.
- **Standard Deductions:**
  - **Food allowance:** A food allowance of Rs.18,000/- per annum. Opting out of this will not result in monetary benefit.
  - **Medical insurance:** Company pays nearly Rs.3,000/- per annum (included in the package) as installment for an insurance sum of Rs.2,00,000/- . Opting out of this will not result in monetary benefits.
  - Provident Fund, Professional Tax, Income Tax and other statutory payments as per Indian Government Laws.
- **Indemnity Clause:** IDS Infotech will be investing considerable sums of money in training and enhancing the skill sets of the Employee. In consideration of the training and enhancement of skill sets that the Employee will receive from the Company, the Employee agrees to serve in the employment of the Company for a minimum period of 12 Months from the date of execution of Employment Agreement. Accordingly, if the Employee (i) fails to complete the Minimum Term; and/or (ii) fails to perform his/her obligations under the Employment Agreement, the Employee shall pay the Company a sum of Rs. 2,50,000/- (Rupees Two Lakh Fifty Thousand only) as liquidated damages suffered by the Company thereof.

Please note that this employment agreement is contingent upon satisfactory personal references and background check being obtained. We reserve the right to withdraw this employment agreement, if personal references and/or background check information are not provided or the results are deemed unsatisfactory.

Registrar  
Invertis University  
Bareilly

St. gaud  
Director, Corporate Relations  
Invertis University  
Bareilly



**Your Response**

We welcome you into the IDS InfoTech family. If you wish to accept this, please sign where indicated below and return one copy of the agreement.

This letter contains all of the terms of your offer of employment and supersedes any prior communications relating to your employment.

**For IDS Infotech India Private Limited**

Sarwar Imam

**(Senior Manager Operations)**

**For IDS Infotech India Private Limited**

Apoorva Sahu

**(Chief Financial Officer)**

I accept as it stands

Sana Ulla

Date: .....

Registrar  
Invertis University  
Bareilly

SP Jindal  
Director Corporate Relations  
Invertis University  
Bareilly

**Salary Break-up: Annexure B**

| <b>SALARY COMPONENTS</b>                   |                |                |
|--|----------------|----------------|
| <b>PACKAGE</b>                             | <b>ANNUAL</b>  | <b>MONTHLY</b> |
| Basic Salary                               | 350000         | 29,167         |
| House Rent Allowance                       | 52000          | 4,333          |
| Car Allowance                              | 0              | 0              |
| Food Allowance                             | 18,000         | 1,500          |
| Leave Travel Allowance                     | 20000          | 1,667          |
| Special Allowance                          | 10000          | 833            |
| <b>Gross Salary ( A )</b>                  | <b>450000</b>  | <b>37,500</b>  |
| <b>Other Benefits</b>                      |                |                |
| Provident Fund (Employer's contribution)   | 0              | 0              |
| Provident Fund (Others)                    | 0              | 0              |
| <b>Total Other Benefits ( B )</b>          | <b>0</b>       | <b>0</b>       |
| <b>Total Bonus ( C )</b>                   | <b>0</b>       | <b>0</b>       |
| <b>CTC - Gross Salary ( A + B + C )</b>    | <b>450000</b>  | <b>37,500</b>  |
| <b>DEDUCTIONS</b>                          |                |                |
| PF (Employee contribution)                 | 0              | 0              |
| Food Deduction                             | 18,000         | 1,542          |
| PT   | 2,500          | 208            |
| Performance Linked Bonus                   | 45,500         |                |
| <b>Total Deductions ( D )</b>              | <b>66,000</b>  | <b>5,500</b>   |
| <b>Net Salary Monthly Salary ( A - D )</b> | <b>384,000</b> | <b>32,000</b>  |

**NOTE:**

- Provident Fund, Professional Tax, and other government payments will be deducted as per regulatory norms.
- Income Tax ( TDS ) will be deducted as per Indian Income Tax Laws.
- Health Insurance and Food Deduction will be as per Company Policies.

Registrar  
Invertis University  
Bareilly

*Sf goud*  
Director Corporate Relations  
Invertis University  
Bareilly