

## Offer Letter

Date: 18 MAR 2024

Name: Anila ,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

**Designation** : CCE

**Date of joining not later than** :30/03/2024

**CTC Remuneration (Monthly)** : 22860.00/-

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Yours truly For ICCS Ltd



Authorized Signatory

**Insight Customer Call Solutions Ltd.**

**Regd. Office :** B1/G6, Mohan Industrial Area, New Delhi, 110044

**Tel:** +91-11-49920000, **Web :** www.iccs-bpo.com

**Email:** info@iccs.in

<b>Annexure 1</b>		
Compensation & Benefits		
<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic Salary	17,000	2,04,000
House Rent Allowance	3000	36,000
Conveyance Allowance	-	-
Special Allowance	-	-
<b>Total Gross Salary</b>	<b>20,000</b>	<b>2,40,000</b>
Employer's contribution to ESIC@3.25%	650	7,800
Employer's contribution to PF@13%	2,210	26,520
PLI	0	-
<b>Total Cost to Company</b>	<b>22,860</b>	<b>2,74,320</b>
Employee's contribution to ESIC@0.75%	150	1,800
Employee's contribution to EPF@12%	2,040	24,480
Professional tax	200	2400
<b>Total Take Home Salary</b>	<b>20,470</b>	<b>2,45,640</b>
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Name: Chandu Raj H D,

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## Offer Letter

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Name: Dheeraj N,

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Name: Girish H R ,

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Name: Lankesh M,

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Name: Mahadevprasad P,

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Name: Manojkumar M,

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Name: Nithinkumar R,

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<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic Salary	17,000	2,04,000
House Rent Allowance	3000	36,000
Conveyance Allowance	-	-
Special Allowance	-	-
<b>Total Gross Salary</b>	<b>20,000</b>	<b>2,40,000</b>
Employer's contribution to ESIC@3.25%	650	7,800
Employer's contribution to PF@13%	2,210	26,520
PLI	0	-
<b>Total Cost to Company</b>	<b>22,860</b>	<b>2,74,320</b>
Employee's contribution to ESIC@0.75%	150	1,800
Employee's contribution to EPF@12%	2,040	24,480
Professional tax	200	2400
<b>Total Take Home Salary</b>	<b>20,470</b>	<b>2,45,640</b>
<b>Notes:</b>		
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## Insight Customer Call Solutions Ltd.

**Regd. Office :** B1/G6, Mohan Industrial Area, New Delhi, 110044

**Tel:** +91-11-49920000, **Web :** www.iccs-bpo.com

**Email:** info@iccs.in

## Offer Letter

Date: 18 MAR 2024

Name: Pradyumna R,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

Designation : CCE

Date of joining not later than :30/03/2024

CTC Remuneration (Monthly) : 22860.00/-

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Authorized Signatory

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## Offer Letter

Date: 18 MAR 2024

Name: PUNITH RAO PAWAR,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

Designation : CCE

Date of joining not later than :30/12/2024

CTC Remuneration (Monthly) : 22860.00/-

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## Offer Letter

Date: 18 MAR 2024

Name: Ramesh V,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

Designation : CCE

Date of joining not later than :30/03/2024

CTC Remuneration (Monthly) : 22860.00/-

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## Offer Letter

Date: 18 MAR 2024

Name: Shashanka H S,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

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## Offer Letter

Date: 18 MAR 2024

Name: Shivakumar M,

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## Offer Letter

Date: 18 MAR 2024

Name: Sudarshan S S,

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## Offer Letter

Date: 18 MAR 2024

Name: Sumanth B J,

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## Offer Letter

Date: 18 MAR 2024

Name: Tarun M,

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## Offer Letter

Date: 18 MAR 2024

Name: Thejakumar N M,

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Designation : CCE

Date of joining not later than :30/03/2024

CTC Remuneration (Monthly) : 22860.00/-

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Your offer has been made based on the information furnished by you and the competence claimed by you. However, if there is a discrepancy in the copies of the documents / certificates given by you as a proof of the above, we may have the option to review our offer of employment.

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3. Relieving Certificate from all the employers (if employed previously)
4. Proof of Last drawn salary (Last 3 months Salary Slip)
5. Valid ID Proof – Passport/ Driving License/ Voter ID/ PAN Card

Please sign and return the duplicate copy of this letter in token of your acceptance of terms of this letter.

Looking forward to a long and mutually beneficial association!

Yours truly For ICCS Ltd



Authorized Signatory

**Insight Customer Call Solutions Ltd.**

**Regd. Office :** B1/G6, Mohan Industrial Area, New Delhi, 110044

**Tel:** +91-11-49920000, **Web :** www.iccs-bpo.com

**Email:** info@iccs.in

<b>Annexure 1</b>		
Compensation & Benefits		
<b>Particulars</b>	<b>Monthly</b>	<b>Annual</b>
Basic Salary	17,000	2,04,000
House Rent Allowance	3000	36,000
Conveyance Allowance	-	-
Special Allowance	-	-
<b>Total Gross Salary</b>	<b>20,000</b>	<b>2,40,000</b>
Employer's contribution to ESIC@3.25%	650	7,800
Employer's contribution to PF@13%	2,210	26,520
PLI	0	-
<b>Total Cost to Company</b>	<b>22,860</b>	<b>2,74,320</b>
Employee's contribution to ESIC@0.75%	150	1,800
Employee's contribution to EPF@12%	2,040	24,480
Professional tax	200	2400
<b>Total Take Home Salary</b>	<b>20,470</b>	<b>2,45,640</b>
<b>Notes:</b>		
· All figures are in Indian Rupees.		
· The above compensation package will be subject to Income Tax regulations and other relevant laws applicable from time to time.		
· Compensation figures are confidential in nature and should not be disclosed to anyone, except for statutory reasons.		
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**Email:** info@iccs.in



## Offer Letter

Date: 18 MAR 2024

Name: Vinay M S,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

Designation : CCE

Date of joining not later than :30/03/2024

CTC Remuneration (Monthly) : 22860.00/-

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**Email:** info@iccs.in

## Offer Letter

Date: 18 MAR 2024

Name: Vinod S,

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## Offer Letter

Date: 18 MAR 2024

Name: Vivek P G,

This has reference to the discussion you had with us. We confirm our intent to offer you a position for **Insight Customer Call Solutions Ltd**, Bangalore branch office as per the details below:

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**Email:** info@iccs.in

## Offer Letter

Date: 18 MAR 2024

Name: Yogesh Gowdam B R,

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**Email:** info@iccs.in





jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Anitha V <[anithavbs135@gmail.com](mailto:anithavbs135@gmail.com)>

9 November 2023 at 15:23

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: <[Chaithra.K@iivl.in](mailto:Chaithra.K@iivl.in)>

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: <[chandu212410@gmail.com](mailto:chandu212410@gmail.com)>Cc: <[KV.Vandana@iivl.in](mailto:KV.Vandana@iivl.in)>**Dear Anitha,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-18000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

- \* Resume
- \* All Marks cards - SSLC till MSc - originals for cross check & 1 Copy of the same.
- \* Convocation Certificates.
- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards

Chaitra

Human Resources

ITC IndiVision Limited ,

Imnavu and [Adakanahalli Village](#),

Thandya Industrial Area ,

Nanjangud Taluk ,

Mysore - 571302

**Mob: 8105494444**

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Chaithra A M &lt;amchaithra8038@gmail.com&gt;

9 November 2023 at 14:20

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Chaithra,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

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Chaitra

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

**Chandu G** <chandu212410@gmail.com>

8 November 2023 at 11:25

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Chandu,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Chethana V K &lt;chethanavk7@gmail.com&gt;

9 November 2023 at 13:45

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Chethana,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Gagana H K &lt;gaganahk@gmail.com&gt;

9 November 2023 at 14:19

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Gagana,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

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1 message

Kavya S &lt;kavya162002@gmail.com&gt;

8 November 2023 at 13:19

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

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Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Kavya,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-15000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

- \* Resume
- \* All Marks cards - SSLC till MSc - originals for cross check & 1 Copy of the same.
- \* Convocation Certificates.
- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards

Chaitra

Human Resources

ITC IndiVision Limited ,

Imnavu and [Adakanahalli Village,](#)

Thandya Industrial Area ,

Nanjangud Taluk ,

Mysore - 571302

**Mob: 8105494444**

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

**Madhusudan T B** <madhusudhantb2000@gmail.com>

9 November 2023 at 15:29

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Madhusudan,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-18000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

- \* Resume
- \* All Marks cards - SSLC till MSc - originals for cross check & 1 Copy of the same.
- \* Convocation Certificates.
- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards  
Chaitra  
Human Resources  
ITC IndiVision Limited ,  
Imnavu and [Adakanahalli Village](#),  
Thandya Industrial Area ,  
Nanjangud Taluk ,  
Mysore - 571302  
Mob: 8105494444

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Sachin S D &lt;Sachinsd1452@gmail.com&gt;

9 November 2023 at 15:19

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Sachin,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-18000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

- \* Resume
- \* All Marks cards - SSLC till MSc - originals for cross check & 1 Copy of the same.
- \* Convocation Certificates.
- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards  
Chaitra  
Human Resources  
ITC IndiVision Limited ,  
Imnavu and [Adakanahalli Village](#),  
Thandya Industrial Area ,  
Nanjangud Taluk ,  
Mysore - 571302  
Mob: 8105494444

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Shravani M &lt;shravanigoud288@gmail.com&gt;

9 November 2023 at 16:37

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Shravani,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-18000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

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- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards  
Chaitra  
Human Resources  
ITC IndiVision Limited ,  
Imnavu and [Adakanahalli Village](#),  
Thandya Industrial Area ,  
Nanjangud Taluk ,  
Mysore - 571302  
Mob: 8105494444

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jssplacementcell &lt;jssplacementcellmysore@gmail.com&gt;

**Fwd: Offer Of Traineeship @ ITC Indivision Limited - Mysore**

1 message

Tanuja B &lt;thanu4611@gmail.com&gt;

9 November 2023 at 14:59

To: "jssplacementcellmysore@gmail.com" &lt;jssplacementcellmysore@gmail.com&gt;

----- Forwarded message -----

From: &lt;Chaithra.K@iivl.in&gt;

Date: Wed, 8 Nov 2023, 9:33 am

Subject: Offer Of Traineeship @ ITC Indivision Limited - Mysore

To: &lt;chandu212410@gmail.com&gt;

Cc: &lt;KV.Vandana@iivl.in&gt;

**Dear Tanuja,****Greetings from ITC IndiVision Limited. (IIVL) Mysore.****CONGRATULATION ON YOUR SELECTION..!!!**

With reference to our discussion and subsequently to the interview had with you, we are pleased to inform that you have been selected for the post of **Trainee @ IIVL - Production Department for the period of One Year**

Your Date of Joining will be on **15 November 2023 @ IIVL, Your fixed stipend is Rs:-18000/-**

You need to report by 09:00 AM at undersigned address with below mentioned documents.

- \* Resume
- \* All Marks cards - SSLC till MSc - originals for cross check & 1 Copy of the same.
- \* Convocation Certificates.
- \* Adhar Card
- \* Bank Passbook copy - HDFC Bank
- \* PAN card copy.
- \* 2 Passport size photo
- \* Medical Fitness certificate

**Kindly share your acceptance through return mail.**

Best Regards  
Chaitra  
Human Resources  
ITC IndiVision Limited ,  
Imnavu and [Adakanahalli Village](#),  
Thandya Industrial Area ,  
Nanjangud Taluk ,  
Mysore - 571302  
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Date: **19 July 2024**

Ref No: **K1220018K128882/51**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **Aishwarya.N** (“The Employee”) bearing employee code no. **20240001542** Residing At **Chamarajanagar**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Aishwarya.N**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/105**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **AKSHAY KUMAR D G** (“The Employee”) bearing employee code no. **20240001640** Residing At Mysore.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:

They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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Regd. Office:

No. 60/1 1st Main Road, Industrial Suburb, 2nd Stage ~~Yeshwanthpur~~ under survey No. 60/1 and Ward 42- Laxmidevinagar, Bengaluru, Karnataka- 560022

CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be

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CIN : U80101KA2010PTC072102





the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **AKSHAY KUMAR D G**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/110**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **ANKITA C** (“The Employee”) bearing employee code no. **20240001645** Residing At Anekal.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **ANKITA C**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/47**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **Anupama N** (“The Employee”) bearing employee code no. **20240001538** Residing At **Mysuru**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

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7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Anupama N**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/107**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **ASHIKA K P** (“The Employee”) bearing employee code no. **20240001642** Residing At Madikeri.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

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No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

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## 10. Independent Parties

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#### 11. Entirety

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **ASHIKA K P**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/109**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **CHANDAN M** (“The Employee”) bearing employee code no. **20240001644** Residing At Anekal.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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For

Name: **CHANDAN M**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/101**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **CHETHAN S M** (“The Employee”) bearing employee code no. **20240001636** Residing At **Sira**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

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Regd. Office: No. 60/1 1st Main Road, Industrial Suburb, 2nd Stage **Yeshwanthpur** under survey No. 60/1 and Ward 42- **Laxmidevinagar**, Bengaluru, Karnataka- 560022

CIN : U80101KA2010PTC072102



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4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

**11. Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **CHETHAN S M**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/102**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **CHETHAN S R** (“The Employee”) bearing employee code no. **20240001637** Residing At **Sira**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

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7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **CHETHAN S R**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/106**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **DEVIKA S** (“The Employee”) bearing employee code no. **20240001641** Residing At Madikeri.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

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#### **6. Intellectual Property Rights**

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7.1 This arrangement shall stand terminated upon expiry of the Term.

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **DEVIKA S**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/48**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Divya M** (“The Employee”) bearing employee code no. **20240001539** Residing At **Chamarajanagar**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Divya M**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/45**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Divyashree Hulbutte** (“The Employee”) bearing employee code no. **20240001536**

Residing At Shivthirtha apartment Kanbargi road belguam

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

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4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Divyashree Hulbutte**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/54**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Kavya S** (“The Employee”) bearing employee code no. **20240001545** Residing At **Gowdahalli Village and post, yelandur talok, chamaraja nagara district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:

They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

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7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Kavya S**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/61**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **LAVANYA B** (“The Employee”) bearing employee code no. **20240001552** Residing At **Chamarajanagar district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

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## 8. Amendments

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## 9. Governing Law and Jurisdiction

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## 10. Independent Parties

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#### 11. **Entirety**

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **LAVANYA B**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/50**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Madhumitha B** (“The Employee”) bearing employee code no. **20240001541** Residing At **Palayam panakahalli (P)thalavadi(T) Erode (D)**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

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### **3. Consultancy Fees**

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Madhumitha B**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/56**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Maheshwari N** (“The Employee”) bearing employee code no. **20240001547** Residing At **Honganuru, chamarajanagar district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

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42- **Laxmidevinagar**, Bengaluru, Karnataka- 560022

CIN : U80101KA2010PTC072102



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4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be

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CIN : U80101KA2010PTC072102



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Maheshwari N**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/104**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **MAYURA V** (“The Employee”) bearing employee code no. **20240001639** Residing At Gundlupet, Chamarajanagar.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. Entirety

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **MAYURA V**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/57**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Meghana.M** (“The Employee”) bearing employee code no. **20240001548** Residing At **Honganuru, chamarajanagar district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:

They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Meghana.M**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/62**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **MONIKA S** (“The Employee”) bearing employee code no. **20240001553** Residing At **Vardharajapura 3rd cross galipura chamarajanagara**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the 's office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

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3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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For

Name: **MONIKA S**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/60**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Navya shree. R. M** (“The Employee”) bearing employee code no. **20240001551** Residing At **Chamarajanagar district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

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No. 60/1 1st Main Road, Industrial Suburb, 2nd Stage **Yeshwanthpur** under survey No. 60/1 and Ward 42- **Laxmidevinagar**, Bengaluru, Karnataka- 560022

CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Navya shree. R. M**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/103**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **NISCHITHA M D** (“The Employee”) bearing employee code no. **20240001638** Residing At Hassan

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be





the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **NISCHITHA M D**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: 15 Nov 2023

Ref No: K1220018K128878/44

## LETTER OF APPOINTMENT

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **15 Nov 2023** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Niveditha M R** (“The Employee”) bearing employee code no. **20230001530** Residing At **Bangalore**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the 's office located at **Bangalore**, This appointment shall be effective from **15 Nov 2023** and shall remain valid for a period of (“6 months”) from the Effective **15 Nov 2023** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1. They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2. Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to 's applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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## **8. Amendments**

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## **9. Governing Law and Jurisdiction**

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## **10. Independent Parties**

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## 11. Entirety

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

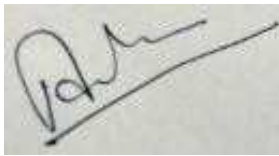
Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Niveditha M R**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**

A handwritten signature in black ink, appearing to read 'Niveditha M R', written over a horizontal line.

---

Name: **Arvind Kumar**

Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/63**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **PUNITHA K M** (“The Employee”) bearing employee code no. **20240001554** Residing At **Vardharajapura 3rd cross galipura chamarajanagara**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

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CIN : U80101KA2010PTC072102





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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **PUNITHA K M**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/53**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Rakshitha H.L** (“The Employee”) bearing employee code no. **20240001544** Residing At **Basavana gudi street honnuru village and post yelandur taluk chamarajanagar district**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

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### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:

They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

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## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,



employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Rakshitha H.L**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





Date: **19 July 2024**

Ref No: **K1220018K128882/49**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **Sindhu M** (“The Employee”) bearing employee code no. **20240001540** Residing At **Chamarajanagar**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

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4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

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## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Sindhu M**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/64**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **SUCHITHRA** (“The Employee”) bearing employee code no. **20240001555** Residing At **Vardharajapura 3rd cross galipura chamarajanagara**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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#### **6. Intellectual Property Rights**

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No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

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#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **SUCHITHRA**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/52**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022,**

**Karnataka,**

**India** and **Varshitha M** (“The Employee”) bearing employee code no. **20240001543** Residing At **Nallur Hondarabalu post Chamarajnar**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

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They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

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42- **Laxmidevinagar**, Bengaluru, Karnataka- 560022

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3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Varshitha M**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/46**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **Vivek M** (“The Employee”) bearing employee code no. **20240001537** Residing At **Mysuru**

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees:  
They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

Tel: +91- 9036017100 | Email: info@k12technoservices.com | Web: www.k12technoservices.com

Regd. Office:

No. 60/1 1st Main Road, Industrial Suburb, 2nd Stage **Yeshwanthpur** under survey No. 60/1 and Ward 42- **Laxmidevinagar**, Bengaluru, Karnataka- 560022

CIN : U80101KA2010PTC072102





3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

#### **4. Human Resources (HR) Policy**

4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be





the proprietary property of the , and all rights, title and interests therein shall vest in the . You hereby agree to absolutely and unconditionally assign to the (or any person or entity designated by the) all your rights, title and interest in and to all inventions and all intellectual property rights therein, as and when such inventions and intellectual property rights are created. Such assignment shall, to the extent permissible by law, be automatic, without requiring any further acts by either party.

## 7. Notice and Termination

7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. **Entirety**

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **Vivek M**

Title: **Intern - Talent Acquisition**

For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**

Title: **Head - HR**



Date: **19 July 2024**

Ref No: **K1220018K128882/108**

## **LETTER OF APPOINTMENT**

This Letter of Appointment (Hereinafter referred as “LOA”) is entered into on **19 July 2024** by and between **K12 Techno Services Pvt. Ltd.** (“Employer”) having its registered office at **No 60/1, 1st Main Road, Ward 42- Laxmidevinagar, Industrial Suburb, 2nd Stage, Yeshwanthpur, Bengaluru - 560022, Karnataka, India** and **SAMARTH D V** (“The Employee”) bearing employee code no. **20240001643** Residing At Shivamoga.

This is in furtherance of our discussions in respect of engaging you as a consultant to K12 Techno Services (the “K12”). Based on your representations, the K12 believes that you have adequate and requisite qualification, skills, expertise and resources to fulfill the requirements of the K12 and the K12 is desirous of engaging you as the **Intern - Talent Acquisition** to the K12 on the terms and conditions contained hereinafter.

### **1. Location and Term**

You shall be based in the ’s office located at **Bangalore**, This appointment shall be effective from **19 July 2024** and shall remain valid for a period of (“6 months”) from the Effective **19 July 2024** unless terminated in accordance with the provisions agreed herein.

### **2. Scope of Services**

Your designation will be **Intern - Talent Acquisition** You shall provide full support and expertise for your role within the as well as the requirements stated by the from time to time.

### **3. Consultancy Fees**

3.1.They shall provide you with the following consultancy fees: Fixed Consultancy Fees: They shall pay you a fixed consultancy fee of **24,000.00** Per Month of service. You will not be eligible for any fees for holidays or vacations in the course of your association with us. (“Fixed Fees”). The Fixed Fees will be paid by the 10th (tenth) day of each subsequent month in respect of the preceding month for which the services were rendered.

3.2.Reimbursements and out of pocket expenses: You shall be entitled to actual expenses pertaining to travel, stay and conveyance while carrying out your responsibilities out of your fixed office location, such expenses subject to ’s applicable human resource policies.

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CIN : U80101KA2010PTC072102



3.3. All payments under this letter of engagement (except all agreed reimbursements and out of pocket expenses) shall be: (i) subject to deduction of tax at source at the rate of 10% (ten per cent) in case of availability of PAN and 20% (twenty per cent) otherwise; and (ii) shall be exclusive of other applicable taxes, duties or statutory imposts which may be levied including service tax. The shall be responsible for all procedural and other tax compliances with respect to the service tax, and the shall provide you appropriate certificate with respect to the tax deduction at source. You shall be responsible for all procedural and other tax compliances, in relation to your incomes under this letter.

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4.1 You agree to comply with the human resource policies, as may be applicable to your role. They shall notify any change in the existing policy.

4.2 You agree that during the Term you shall comply with all applicable laws.

4.3 As per the policy, we will require you to be appropriately dressed (as confirmed by your branch in charge) whenever you are delivering services on behalf of the.

4.4 Your daily timings and schedule for the week will be communicated to you by the respective branch in charge. Daily attendance will be captured through biometric punches at entry and exit. Absence will result in pro-rated deductions from the monthly Fixed Fees.

4.5. You will be entitled to a week off every week which, unless specified otherwise, will occur on days other than weekends. Aside from this, you will be eligible for 1 (one) paid day of leave per month provided you take approval from the branch in charge.

4.6. This may conduct induction and training sessions during the Term. Attendance at these sessions is mandatory and absence will result in a pro-rated deduction from the fixed internship appreciation allowance.

#### **5. Confidentiality**

You hereby agree that all information or other material related to the operations and employees of the in any form furnished hereunder by to you shall be considered as 'Confidential'. Such information shall not be disclosed or be used without the prior written consent of the. This provision shall not apply to the information already in – (i) the public domain; (ii) possession of the Consultant on a lawful basis; (iii) obtained from a Third Party who is free to divulge the same and not being under any confidentiality obligation; and, (v) required to be disclosed under the applicable law. This clause shall survive any termination.

#### **6. Intellectual Property Rights**

All inventions and intellectual property rights are developed as works for hire. You acknowledge that the intellectual property rights in the inventions or any other work during the Term shall be



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7.1 This arrangement shall stand terminated upon expiry of the Term.

7.2 The organization reserves the right to terminate this arrangement without assigning any reason by giving 7 days written notice to you. You hereby acknowledge that's right to terminate this arrangement without assigning any reason shall is reasonable and you agree not to challenge the same in any manner whatsoever. The expiration or termination of this arrangement by the will not relieve you of any obligation accruing prior to such expiration or termination. You shall have the right to terminate your engagement with the by giving 7 days advance notice, without assigning any reason for such termination.

7.3 The organization shall be entitled to terminate this arrangement forthwith without any prior notice in case of any breach of the provisions of this letter of engagement or for any willful misconduct, negligence or failure to discharge your duties and obligations in terms of this letter of engagement.

7.4 Immediately forthwith upon expiry or termination of this arrangement, you shall return (at your own cost and expenses) to the all such materials, information, documents, records, laptop, mobile phone instruments and any other property belonging to the handed over to you during the Term and that has not been returned to the and continues to be in your possession.

## 8. Amendments

No modification or amendment to this letter and no waiver of any of the terms or conditions hereof shall be valid or binding unless made in writing and duly executed by both the parties.

## 9. Governing Law and Jurisdiction

This Agreement shall be governed by laws of India and the courts at Bangalore only shall have sole and exclusive jurisdiction in relation to any matters, dispute arising herein.

## 10. Independent Parties

10.1. This arrangement is entered between the and the Consultant on a "principal to principal" basis and the and the Consultant are independent of each other and nothing contained herein is intended to or shall be deemed to create any partnership, joint venture,

employment or relationship of principal and agent between the and the Consultant or their respective representatives or to provide any right, power or authority, whether express or implied to create any such duty or obligation.

10.2. It is clearly understood and agreed by you that the shall not have any obligations towards you over and above as specifically agreed herein.

#### 11. Entirety

This letter constitutes the entire agreement between the parties with respect to the subject matter hereof to the exclusion of and shall supersede all prior agreements, terms sheets, understandings and assurances, either written or oral relating to the subject matter of this letter.

Please sign and send the acknowledgment and consent below, which will confirm your agreement to serve as a consultant for, to the undersigned. Please feel free to call us if you have any questions regarding the letter.

For

Name: **SAMARTH D V**  
Title: **Intern - Talent Acquisition**  
For, **K12 Techno Services Pvt. Ltd.**



Name: **Arvind Kumar**  
Title: **Head - HR**





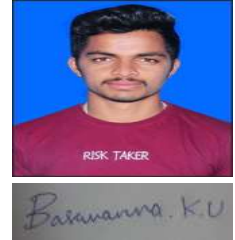
**THE KARUR VYSYA BANK LIMITED**  
**HUMAN RESOURCES DEPARTMENT**  
**CENTRAL OFFICE, ERODE ROAD**  
**KARUR – 639001, Tamil Nadu**

Ph- 04324 –226520, Extn.269465/67/73/75 Email:[recruitment@kvbmail.com](mailto:recruitment@kvbmail.com)  
CIN:L65110TN1916PLC001295

**HRD/DIRECT\_RECT\_BSS\_CTC/BSS/9031/2024**

**31/01/2024**

**Mr. Basavanna K U .**  
**Thottavadi, Kuruburu Post, Talkadu Hobali,,T. Narasipur,**  
**Mysuru-571124,**  
**Karnataka**  
**E-Mail: basavannaup12@gmail.com**  
**Mobile: 7353956432**  
**Appl. Id: 241210**



**SUB: OFFER OF APPOINTMENT**

With reference to your application for an appointment in the Bank's Service and subsequent Personal Interview, we are pleased to offer you appointment, governed by the following terms and conditions:

**1. Commencement of Employment:**

You will be designated as **BRANCH SALES&SERVICE EXECUTIVE**. As part of the joining process, you are advised to report on **12/02/2024** at the below mentioned address for Six days Residential Induction Training. (Please refer Annexure for further details).

**TVS Training and Services**

**No : 61, Reddy Street, Vanagaram Main Road, Athipattu,**  
**Ambattur Industrial Estate, Chennai-600058.**

Your employment will commence from the date of your joining at the training centre.

Post completion of the Induction Training, you are advised to report for duty on **19/02/2024** at our **Chitradurga** Branch. (Address mentioned below)

**The Karur Vysya Bank Ltd,**  
**Opp. Neelakanteswara Temple,Holalakere Road,**  
**Chitradurga - 577501, KA**

This offer is subject to medical fitness, as per the applicable conditions mentioned below:

- You should produce Fitness certificate from any of the registered Medical Practitioners and also submit a self-declaration on fitness in the format attached.
- At later stage (within six months from date of joining), Bank reserves the right to initiate necessary medical examination on any of the selected candidates through Bank's empaneled doctor, cost associated with the same shall be borne by the Bank. If the results of the tests are found to be un-satisfactory, Bank can initiate necessary action as deemed to be fit.

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**2. Compensation package:**

Your appointment is on Cost to Company Basis (CTC) and your compensation package under CTC basis is furnished in Schedule I (enclosed).

In addition to the package given in Schedule I, you will be eligible for the following benefits:

- a. You are eligible for performance based incentive as applicable from time to time. However the payment of incentive shall be purely at the discretion of the management.
- b. You are eligible for all types of loans under the Public category.

Compensation package under CTC will be reviewed by the Bank every year as per the Bank's policy prevalent at the relevant time.

The Components of CTC shall be subject to regulatory / statutory guidelines and any change in the percentage of components shall not alter the overall CTC fixed.

**Other Benefits:**

- a. You are covered under Group Personal Accident Insurance coverage (Premium paid by the Bank).
- b. You are covered under Group Medical insurance – Base premium is included in your CTC and shall be deducted on a monthly basis.  
If you opt for any Top-up, the premium will be paid by you.
- c. You are also covered under Group Term Insurance for a limit as applicable to your grade / level. The requisite monthly premium for the coverage will be deducted from your first salary and every month thereafter.

Note: You are not eligible for any other benefits, except the benefits referred above.

**3. Probation and Confirmation:**

- a. You will be on probation for a period of one year. On successful completion of probation period (after suitable evaluation methods / tests), you will be confirmed in the regular services of the Bank.
- b. During the Probationary period, you will have to acquire the requisite knowledge in Banking routine by serving in the Branch(es) / Office (es) to which you will be posted and equip yourself to be fit and competent for confirmation in the services of the Bank. You will be confirmed, only on passing Knowledge Updation Test (KUT). Apart from this it is mandatory to get qualified in any of the certificate courses conducted by NISM, AMFI, NIBM, IIBF and Institutes identified by IBA. Further you should have attempted one/more subject/s of JAIIB exam or at least should have enrolled to pursue it.
- c. Please note that unless confirmed in writing, you will be continuing in probation only.
- d. Confirmation in the services of the Bank will be based on your performance during the probationary period, assessment reports given by the Branch / Office Heads and subject to completion of joining formalities.
- e. In case your performance is not up to the expectations of the Bank, you will be terminated from the services of the Bank.
- f. Failure to comply with any of the above required conditions for confirmation will result in your termination.



**4. Nature of duties / Responsibilities:**

- a. You will perform all the duties as are inherent to your position and such additional duties as may be called upon to perform, from time to time.
- b. You shall discharge your duties with due and reasonable care, skill and diligence.
- c. You shall always act in good faith in order to promote the business of the Bank and in the best interests of the Bank. You shall not involve yourself in any situation in which you may have a direct or indirect interest that conflicts or possibly may conflict with the interests of the Bank.
- d. By virtue of your position in the bank, you shall not achieve or attempt to achieve any undue gain or advantage either to yourself or to your relatives or associates.
- e. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results.

**5. Working Hours :**

Working Hours may vary and will depend on the nature of the work, department of work, administrative exigency etc., except for National, State holidays declared under relevant act as applicable to the bank. There may be times when you will be expected to work extra hours to achieve specified results / targets when the job so requires.

**6. Leave Eligibility :**

- a. Casual Leave: 12 days per year (one day per month) which cannot be accumulated beyond 12 days. Casual Leave cannot be taken more than 4 days at a stretch and cannot be combined with holiday / Sunday in such a way as to increase the absence, at any one time, beyond Six days. Casual leave cannot be combined with any other type of leave.
- b. Medical Leave: 12 days per year (one day per month) which can be accumulated for maximum of 24 days with no option for encashment. Medical Leave beyond 3 days will have to be supported by Medical Certificate. Medical Leave without medical certificate can be availed upto a maximum of 3 times in a calendar year.
- c. CTC Leave: 24 days per year (two days per month) which can be accumulated for maximum of 48 days. For availing CTC Leave 10 days advance notice is required.
- d. Maternity Leave: As per norms / Maternity Benefit Act, twice in entire service - maximum of 6 months per instance.
- e. All types of leave will be credited on completion of every month and only on pro-rata basis.
- f. Combining of Medical leave with CTC leave is allowed only on Medical reason.

Note: Employees who join the Bank on or after 14th of a month shall not be eligible for any leave for the particular month.

Credit of Pro-rata leave will not be given for the month, where an employee has availed more than 14 days of leave.

Cont...4



**7. Travel Expenses:**

You may be required to undertake travel for the business of the Bank and in the exigencies of work. You are eligible for admissible / applicable Diem / daily allowance and lodging expenses as per Bank's policy from time to time, when you attend Bank's work at other centers (other than place of posting).

All such travel on official business should have the prior approval of the reporting authority.

**8. Transfers and postings:**

You are liable to be transferred to any of the branches / offices as per the exigencies of business. The Transfer shall be at the sole discretion of the Bank and there shall be no scope for effecting / cancelling / modifying transfer at your request.

**9. Performance evaluation:**

- a. You shall be governed by the Bank's policy on performance appraisal and compensation revision as applicable and in force from time to time. The management reserves the right to change or modify the policy at its sole discretion and at any time without notice.
- b. Based on performance, after confirmation your yearly increase in compensation will be decided and same is restricted to certain percentage of basic pay only, as approved from time to time.
- c. Performance linked incentive, as applicable to the grade / level is payable to you based on your annual performance and first assessment in this regard will take place after completion of one year. Thereafter the base date for appraisals will be 31st March, with the same being reviewed during April every year.

**10. Promotion:**

Your promotion to the next higher grade / level shall be governed by the promotion policy of the Bank laid down from time to time. You may also note that the promotion to the higher grade / level is not a matter of right and it shall be considered in accordance with Promotion Policy of the Bank.

Fixation on promotion: As applicable to Grade / Level of promotion.

**11. Borrowings / Receipt of Gifts:**

You shall not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings of any sort.

**a).Travel to foreign Countries:**

Prior Permission / NOC should be obtained from the competent authority in case of foreign trips for personal purpose.

**b).Lendings/Borrowings:**

NOC to be obtained from the competent authority for availing any loan/for standing as Guarantor/Surety/Co-obligant to anyone for availing loans in our Bank / other Banks / NBFCs / FIs etc.

**12. Professional Ethics and Confidentiality:**

- a. During your employment with the Bank you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Bank.



- b. You must follow and maintain higher standards & personal behavior and integrity in accordance with the Bank's policies & procedures.
- c. You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information about the business of the Bank which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Bank.
- d. For the purposes of this clause, 'Confidential Information' means information about the Bank's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Bank's products, processes including ideas, concepts, projections, technology, manuals, specifications, and all papers, records and other documents containing such Confidential Information.
- e. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Bank.
- f. Breach of the conditions of this clause will render you liable for summary termination under clause above, in addition to any other remedy the Bank may have against you in law.
- g. The offer of appointment is confidential which shall not be shared with any third parties.
- h. You shall abide by all the bank's policies, Regulatory & Statutory guidelines issued from time to time. More specifically RBI guidelines and SEBI guidelines (including Prohibition of Insider trading Act 2015) should be followed strictly.
- i. While you are in the services of the Bank, you are not permitted to carry on any business or Profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other Firm, Company or Person.
- j. You will devote your whole time and attention to your office work to promote the interest of the Bank and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the organization) outside the organization.

### **13. Non-solicitation:**

The employee hereby agrees and undertakes that during the term of the employment with the Bank and for a period of one year following the date of separation from the Bank, the employee shall not, directly or indirectly, either as an individual on his own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function):

- a. Solicit employment or advise any of the Bank's existing employees or any person who was employed by the Bank within one year prior to such solicitation; or
- b. Cause any person or organization providing services to or through the Bank to terminate his or her contract or relationship with Bank.



- c. Contact any of the existing or prospective clients (i.e. any person or organization with whom the Bank is in advanced stages of exploring a professional or business relationship) to entice such clients away from the Bank or to damage in any way their business relationship with the Bank or for the promotion of services similar to those provided to such clients by the Bank.

**14. Bank's property - Assets:**

- a. You will always maintain in good condition the Bank's assets which may be entrusted to you for official use during the course of your employment and shall return all such property to the Bank prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Bank.
- b. On termination / retirement of your employment for any reason, you will return to the Bank all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential information, in your possession or under your control relating to your employment or to clients' or customers' business affairs. On termination, you shall settle the Bank's dues / loans, if any to the organization.

**15. Background verification:**

You agree that the Bank shall have the right to conduct, either by itself or through its representative, background checks on the Employee (including credit bureau checks) references provided by the Employee or with the Employee's previous employer(s) or existing creditors who may have provided loans to the employee.

Please note that it shall be open to the bank to withdraw this appointment order / terminate your employment, if any negative report is received in this regard.

**16. Disclosure by the Bank:**

You agree that at the time of employment or any time during employment, the Bank shall have the right to use and disclose all information of the Employee for the purpose of carrying on Business and for complying with laws, rules and regulations as applicable.

**17. Superannuation Age:**

You shall retire from the services of the Bank upon attaining the age of 60 years.

The date of birth as recorded on the basis of the document produced by you at the time of joining shall not be changed at any point of time.

**18. Terminal Benefits:**

- a. **Gratuity:** Payment of Gratuity shall be regulated in accordance with the provisions of payment of Gratuity Act 1972.
- b. **Defined Contributory Retirement Benefit Scheme:** You are compulsorily covered under New Pension System (NPS / DCRBS). Bank contributes 10% of your Basic Pay (as per NPS norms at present) to NPS and you shall also pay similar amount to NPS (which will be deducted from your monthly Salary).

Note: The above retirement benefits are included as a part of your total CTC.



**19. Termination / Resignation:**

- a. Your appointment can be terminated by the Bank on account of non – performance / non – achievement of targets / non- compliance of terms of appointment order / non-completion of Joining formalities including submitting of all required documents within stipulated time / non–attainment of minimum performance evaluation figures as fixed by the bank by giving you one month's notice or one month's pay in lieu thereof.
- b. Your appointment can be terminated by the Bank without assigning any reason there of by giving you one month's notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean gross salary.
- c. Should you choose to resign from the services of the Bank, you shall provide prior notice of one month (on probation period) / three months (post confirmation) and your relief from the Bank is subject to acceptance of your resignation by the competing authority.
- d. If you choose to resign prior to completion of two years of service, you shall be liable to pay the training charges of Rs.25,000/- (plus applicable taxes) to the Bank.
- e. Once accepted by the Bank, you shall not have any right to withdraw your resignation, unless specifically permitted to do so by the Bank. Also no withdrawal shall be permitted during the last 7 days of notice or after suitable replacement has been identified / recruited.
- f. The Bank reserves the right to terminate your employment summarily without any notice / payment, if it has reasonable ground to believe that you are found to be indulged in acts of commission / omission which may be prejudicial to the interest of the Bank or any act of dishonesty, fraud, misappropriation, disobedience, insubordination or breach of contract or any other misconducts or neglect of duty or incompetence in discharge of duty on your part and / or causing loss to the Bank. In case of such termination on above reasons, bank reserves its right to recover Performance incentive paid that year.
- g. Once an employee tenders resignation, all leave standing to his / her credit shall lapse and he / she shall be entitled only to one Casual Leave per month (Subject to available leave balance) during the notice period
- h. Your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor or any offence which may or may not be directly connected with the organization's business. This shall include conviction in criminal case by a competent court of law as well as any act that may be construed to have brought disrepute to the organization or tarnished its image.
- i. If any declaration, statement or information given by you at any time, is found to be false or untrue, or if any material information is suppressed, your services are liable to be terminated forthwith without any notice or compensation in lieu thereof at any time during your service with the Bank.
- j. If it comes to notice that you had been, prior to joining Bank's services, convicted of any act involving moral turpitude, your services will be liable to be terminated forthwith without any notice or compensation in lieu thereof.



- k. Unauthorized Absence - In the event of continuous absence for a period exceeding 10 days or intermittent UAA exceeding 30 days without placing a formal request and obtaining permission from the Competent Authority for the same or overstaying sanctioned leave, the employee shall be deemed to have left and relinquished service automatically, without notice or any further action being required on the part of the Bank. In such situation, the Bank shall have the right to publish information about the employee on account of desertion and to recover all dues from the unpaid salary / terminal benefits payable.

**20. Redressal of Grievances:**

As the position of Officer requires representation of corporate interest, the remedy for any grievance on terms of contract of employment including termination shall only be monetary compensation to the exclusion of any other relief.

**21. Notice to the Bank:**

Notices may be given by you to the Bank at its registered office address. Notices may be given by the bank to you at the address intimated by you in the official records.

- 22. Governing Law / Jurisdiction:** Your employment with the Bank is subject to Indian laws. All disputes shall be subject to the jurisdiction of Courts in Chennai only.

**23. Other terms and Conditions:**

- a. No employee shall share passwords and shall always be duty bound to ensure protection of passwords at all times (even from inadvertent acts such as shoulder surfing).
- b. No employee shall use mobile phone while on duty except for official purposes or in case of any emergency.
- c. All employees shall adhere to a formal dress code and wear the corporate identity card issued by the Bank at all times while on duty.
- d. No employee shall indulge in any act of sexual harassment.
- e. No employee shall compete with the Bank in any manner or avenue whatsoever during the continuation of his services with the Bank.
- f. No employee shall share through any Social media or cause to be shared or pass on to others any document, paper or information which may come into his possession in his official capacity.
- g. No employee shall express any views or thoughts on social media, which may
  - (i) adversely affect or tarnish the image/reputation of his colleagues or the Bank; or
  - (ii) be prejudicial to the interests of the sovereignty and integrity of India, the security of the State, friendly relations with foreign States, public order, decency or morality, or which involves contempt of Court, defamation or incitement to an offence.
- h. No employee shall, except with the previous written sanction of the Competent Authority, ask for or accept contribution to or otherwise associate himself with the raising of any fund or other collection in cash or in kind in pursuance of any objective whatsoever.





- i. No employee shall indulge or permit anyone in his immediate family to indulge in any online / offline activity even remotely bordering on the nature of gambling, irrespective of whether it is legal or claimed to be of a recreational nature only. (For eg: online / offline rummy or such other activities involving exchange of virtual / physical money)

**24. Service Conditions:**

- a. The terms and conditions set-out in this letter of appointment (Referred above) constitute service conditions applicable to your employment in general. The Bank reserves its right to change / modify the terms and conditions of service, including your duties and responsibilities at any time.
- b. All other terms and conditions of your appointment shall be governed by the Bank's policies as stated from time to time.

**25. Acceptance of our offer:**

You are requested to acknowledge receipt of this Order by signing and forwarding the same to us immediately by return mail, on or before 05/02/2024 , failing which this offer shall cease to be in force.

The Bank shall not be responsible for delays of any sort in this regard.

We welcome you, and look forward to your joining us for a long, successful and mutually beneficial Association.



**Assistant General Manager**

**DECLARATION**

I, .....hereby acknowledge the receipt of this order. I confirm that I have read / understood the details referred under SI.No. 1 – 25 and I agree to the terms and conditions stipulated therein. I shall join duty at your .....office on ....., failing which I shall have no claims against the Bank in this regard.

PLACE:

DATE:

**SIGNATURE**



## Schedule I - Compensation Details

	<b>Monthly</b>	<b>Annual</b>
<b>Annual CTC Package</b>	25000	3,00,000
<b>CTC Structure</b>	<b>Monthly</b>	<b>Annual</b>
Basic Pay	10,000	1,20,000
Special Allowance	13,182	1,58,189
<b>Monthly Gross (A)</b>	<b>23,182</b>	<b>2,78,189</b>
NPS / DCRBS (Bank Contribution)	1,000	12,000
Annual Medical premium	401	4,811
Gratuity - As per Act (Half month salary per completed year of service)	417	5,000
<b>Total (B)</b>	<b>1,818</b>	<b>21,811</b>
<b>Total CTC (C=A+B) #</b>	<b>25,000</b>	<b>3,00,000</b>

Total CTC is Rupees Three Lakhs only.

In addition to the above CTC,

1. Eligible Location allowance shall be paid.
2. Eligible Conveyance Allowance of Rs.1,000/- shall be paid along with your salary.

**# Subject to TDS as per applicable Tax Laws.**

