

Date: March 01, 2024
Offer No : QS2797780

AKASH H S
Hanumanalu (V & P)
Bannur (H), T Narasipura Tq, Mysuru Dist

FIXED TERM EMPLOYMENT CONTRACT

Dear **AKASH H S**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797780** Associate Name: **AKASH H S**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, AKASH H S , Offer ID QS2797780, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797772

CHANDU B S
Badanaguppe (V & P)
Chamarajanagara Dist-571313

FIXED TERM EMPLOYMENT CONTRACT

Dear **CHANDU B S**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

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CODE OF CONDUCT:

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HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

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ADDRESS FOR COMMUNICATION:

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BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797772** Associate Name: **CHANDU B S**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login Password - password

Transaction password - password

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DISCLAIMER

To whomsoever it may Concern

I, CHANDU B S , Offer ID QS2797772, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797770

DARSHAN S B
SINDHUVALLI VILLAGE AND POST, NANJANGUD TALLUK, MYSORE DISTRICT,
571118N
MYSORE
KARNATAKA

FIXED TERM EMPLOYMENT CONTRACT

Dear **DARSHAN S B**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

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TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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Offer No : QS2797770

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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.queesscorp.com> | Toll Free No: 1800-572-3333



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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797170** Associate Name: **DARSHAN S B**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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Offer No : QS2797170

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login Password - password

Transaction password - password

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DISCLAIMER

To whomsoever it may Concern

I, DARSHAN S B , Offer ID QS2797170, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797785

HARISHA R
Alanahalli, (V & P)Hampapura (H)
H D Kote Tq, Mysuru

FIXED TERM EMPLOYMENT CONTRACT

Dear **HARISHA R**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797785** Associate Name: **HARISHA R**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deduction	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, HARISHA R , Offer ID QS2797785, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797773

JAYANTH
No. 881, Lal Band Street
Hunasur Tq, Mysuru

FIXED TERM EMPLOYMENT CONTRACT

Dear **JAYANTH**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797773** Associate Name: **JAYANTH**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, JAYANTH, Offer ID QS2797773, hereby give my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797771

JAYATEERTH A D
Kalyana Nagar, 1st Cross Kinnal Road,
Koppal-583231

FIXED TERM EMPLOYMENT CONTRACT

Dear **JAYATEERTH A D**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797771

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS2797771

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797771** Associate Name: **JAYATEERTH A D**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, JAYATEERTH A D , Offer ID QS2797771, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797786

KARTHIK K S
No.85, Kodihalli, Hunasahalli Main Road,
Kanakapura Tq, Ramanagar Dist

FIXED TERM EMPLOYMENT CONTRACT

Dear **KARTHIK K S**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797786

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS2797786

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797786** Associate Name: **KARTHIK K S**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, KARTHIK K S , Offer ID QS2797786, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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QUESS Corp Limited

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TO CHECK IF YOUR OFFER LETTER IS GENUINE.

Open the camera on your smart phone and scan.

Date: March 01, 2024
Offer No : QS2797774

KIRAN TEJA P R
BCM Hostel,
Vasanthanagar, Mysuru

FIXED TERM EMPLOYMENT CONTRACT

Dear **KIRAN TEJA P R**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797774

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS2797774

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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Offer No : QS2797774

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797774** Associate Name: **KIRAN TEJA P R**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, KIRAN TEJA P R , Offer ID QS2797774, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797775

MADHUKUMAR N M
BCM Hostel,
Vasanthanagar, Mysuru

FIXED TERM EMPLOYMENT CONTRACT

Dear **MADHUKUMAR N M**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797775

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS279775

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797775** Associate Name: **MADHUKUMAR N M**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, MADHUKUMAR N M , Offer ID QS2797775, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797776

MOHAN R
Mudukanapura (V), Chidavalli (P)
Sosale (H), T. Narasipura Tq, Mysuru Dist

FIXED TERM EMPLOYMENT CONTRACT

Dear **MOHAN R**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS2797776

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797776** Associate Name: **MOHAN R**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, MOHAN R , Offer ID QS2797776, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797777

NAGARAJ H
Autraavilli, Ranibennur Tq,
Haveri Dist-581208

FIXED TERM EMPLOYMENT CONTRACT

Dear **NAGARAJ H**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS279777

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797777** Associate Name: **NAGARAJ H**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deduction	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, NAGARAJ H , Offer ID QS2797777, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797778

NAEEN S
Sonahalli (V), Aralери (P),
Malur Tq, Kolar Dist-563130

FIXED TERM EMPLOYMENT CONTRACT

Dear **NAEEN S**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

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BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797778** Associate Name: **NAEEN S**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deduction	1769	21228

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Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, NAEEN S , Offer ID QS2797778, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797783

PUNEETH M
Muradagalli (V) Jaipur (H) Talur (P)
Mysuru Dist-571311

FIXED TERM EMPLOYMENT CONTRACT

Dear **PUNEETH M**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797783

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797783** Associate Name: **PUNEETH M**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, PUNEETH M , Offer ID QS2797783, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797782

RACHAPPAJI N
Chinnamballi (V), Tagaduru(P)
Nanjangud Tq, Mysuru Dist-570001

FIXED TERM EMPLOYMENT CONTRACT

Dear **RACHAPPAJI N**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

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HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

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BACKGROUND VERIFICATION:

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ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

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You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797782** Associate Name: **RACHAPPAJI N**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
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Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, RACHAPPAJI N , Offer ID QS2797782, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797779

SANDESH M A
Mdugere (V) Ganjigere (P)
Bukanakere(H), K R Pet, Mandya Dist

FIXED TERM EMPLOYMENT CONTRACT

Dear **SANDESH M A**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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Offer No : QS2797779

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS279779

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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Offer No : QS2797779

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797779** Associate Name: **SANDESH M A**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, SANDESH M A , Offer ID QS2797779, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797781

SIDDAPPA M
VTC Goollana beeduHampapura (H),
G B Sarsgur, H D Kote Tq, Mysuru-570026

FIXED TERM EMPLOYMENT CONTRACT

Dear **SIDDAPPA M**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797781** Associate Name: **SIDDAPPA M**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, SIDDAPPA M, Offer ID QS2797781, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Date: March 01, 2024
Offer No : QS2797784

VISHWA M
No.278,Chavadi Beedi, Varuna (H)
Vajamangala (P), Mysuru

FIXED TERM EMPLOYMENT CONTRACT

Dear **VISHWA M**

We are pleased to offer you employment at QUESS Corp Limited for a fixed period of employment as per the following terms:

DEPUTATION:

You are deputed to INOX LEISURE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from 11, March, 2024 be deputed by QUESS, to work at client's office / premises at any of their locations.

TENURE:

The term of your Contract shall be valid from March 11, 2024 to AUG 26, 2025.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

Further your contract shall also come to an end before your Contract end period for the reasons below, immediately without any liability on the client:

- i) If there is no work at the location where you have been deputed by the client due to occurrence of any force majeure event;
- ii) Closure of business location where you are deputed by the client for any reason;
- iii) Other reasons as mentioned under this contract.

Force Majeure event shall mean any event beyond the reasonable control of Quess or the client, including without limitation, riots, strikes, civil commotion, war, national emergency, protests,

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mass demonstrations, government imposed restrictions, pandemic, epidemic, quarantine restrictions, acts of government, acts of God, eruption of volcano, earthquake, storm, fire, floods, explosions, natural disaster, enemy action, terrorist action or any other circumstances, whether of the kind herein before mentioned or not.

NO WORK NO PAY:

You acknowledge that you shall not be entitled to any wages in case there is no work at the location you have been deputed for any reason including the force majeure event.

LOCATION:

You are required to work at client's location at GENERAL, MYSORE

POSITION:

You are appointed as OPERATION ASSOCIATE.

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid AUG 26, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on the client and QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING HOURS:

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION & SUSPENSION:

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to

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Offer No : QS2797784

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the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

NOTICE PERIOD:

In the eventuality if you wish to separate from the organization you will need to give 15 day's notice in writing. The Contract can be terminated at the discretion of QUESS subject to 30 day's notice.

However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period.

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

LEAVES:

You will be entitled for Leaves as per client Leave Policy. Leave policy: 21 day of Privilege Leave, 8 Days of Causal Leave and 10 days of Sick Leave. You have to mandatorily avail the accrued monthly leaves every month with prior approvals without any accumulation of leaves.

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ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bengaluru and its

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subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

You shall report to work on Sep 26 2022 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited.**



Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

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Name:.....

Signature:.....

Place:.....

Date:.....

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Annexure A

Compensation Sheet

Offer No: **QS2797784** Associate Name: **VISHWA M**
 Designation: **Operation Associate** Location: **MYSORE**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	11180	134160
Dearness Allowance	2632	31584
Statutory_ bonus	1151	13812
Gross Salary	14963	179556

Employer's Contribution		
Employer_esi	486	5832
Employer Provident Fund	1796	21552
Total Contribution	2282	27384
Cost to Company : (CTC)	17245	206940

Deduction: (Subjected to change)		
Employee Esi	112	1344
Provident Fund	1657	19884
Total Deductio	1769	21228

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n		
Net Take Home	13194	158328

Dear Associate,

Get Anytime Easy Access for all your HR Details & Documents (Salary Slip, Offer Letter, PF/ESIC/UAN/Insurance Nos) on your Mobile phone via InEdge App.

Please download InEdge application from Google Playstore

<https://goo.gl/nYnCgD> or Apple iStore <https://goo.gl/3JY6yn>.

UserId - QS2797170

Login **Password** - password

Transaction **password** - password

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DISCLAIMER

To whomsoever it may Concern

I, VISHWA M , Offer ID QS2797784, hereby given my consent to use my signature in all statutory forms and any other compliance documents/COC used by employer related to my employment. I also confirm that the signatures provided by me are best matched to my original signatures. Also, in consent to my details being shared with any Govt. Agency/Bank/Client/Background verification Partners.

Associate Name:

Associate Signature:

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Ref: HR/NOV/23/A3/61089569/60140325/1001357514

Date: 21 November, 2023

Mr. Jeevan B L,
Banahalli (V&P)
Chamarajanagar,
Karnataka, India

Dear **Mr. Jeevan B L**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore, Karnataka**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Jeevan B L			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Abhishek V S/o Virupaksha
Alagudu (P & H) T Narasipur Tq,
Mysuru

Offer-cum-Appointment Letter

Dear **Abhishek V**,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





**Basavaraja H S/o Sharanegowda H
Gajiginalli Village, Bagewadi Post,
Siruguppe TQ, Bellary Dist.**

Offer-cum-Appointment Letter

Dear Basavaraja H,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





Harisha R S/o Rajandra
Alanahalli, (V & P)Hampapura (H)
H D Kote Tq, Mysuru

Offer-cum-Appointment Letter

Dear Harisha R,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





Karthik S S/oSomesh
Puttegowdanahundi, Duddagere (P)
Varuna (H), Mysuru-570010

Offer-cum-Appointment Letter

Dear Karthik S,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client' s establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client' s establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client' s designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client' s employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You are shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





**Madhu K D/o Kariyappa
Chatnallipalya (V), Duddgere (P),
Varuna (H & Tq), Musuru**

Offer-cum-Appointment Letter

Dear Madhu K,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____(language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





Sagar R S/o Rajappa
Thiyambakapura (V) Kaggala(P)
Gundlupet Tq, Chamarajanagar Dist -571123

Offer-cum-Appointment Letter

Dear Sagar R,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





Subhash G H S/o Gurusiddu D
1st Cross, G V Gowda Nagar Maduvanahalli
Kollegal Tq, Chamarajanagar Dist-571440

Offer-cum-Appointment Letter

Dear Subhash G H,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____(language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





**Sunil Kumar K S S/o Sway Naiaka
Kelasur (V), Gundlupet Tq,
Chamarajanagara Dist-571111**

Offer-cum-Appointment Letter

Dear Sunil Kumar K S,

This is with reference to your application and subsequent Test and Interviews you had with us.

We are pleased to offer you an appointment as **CSA Loss Prevention SLP** in the employment of the company subject to your joining on or before **24.12.2023**. The offer shall automatically lapse if you do not join.

Reliance SMSL Limited is engaged in the business of providing outsourced human resource services to their clients. Accordingly, you are assigned to our client to work as **CSA Loss Prevention SLP** in Grade **K2** and shall perform duties that are assigned to you in connection with the Clients' business at their premises as may be advised from time to time.

You will receive an Annual Gross Compensation (including Basic and allowances) of **Rs. 187600/- per annum** as below:

	Rs. per month
Basic	9380
HRA	6253
Conveyance Allowance	
Monthly Gross	15633
Annual Gross	187600

You will be covered by applicable statutory benefits such as PF, ESI and Bonus etc. The compensation is subject to prevailing tax and other laws, policies, rules and guidelines. You are expected to keep your compensation strictly confidential.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization. The tenure of your employment shall be subject to the requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of the project with the client.

The terms and conditions in this letter and the annexures thereto will form terms of appointment upon your joining.

Please sign and return a copy of this letter as a token of your acceptance of the terms and conditions of employment and return the same to HR at the earliest.

Please note the documents to be submitted on your date of joining as part of joining compliance.

We wish you a long successful association with us.

Yours faithfully,

For **Reliance SMSL Limited**

Authorised Signatory

Signature of the Employee:

Encl: Terms and Conditions of Employment - **Annexure - I**



Annexure - I

TERMS & CONDITIONS OF EMPLOYMENT

1. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer.
2. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
3. The address as indicated in your application for appointment shall deem to be correct for sending any communication to you. Every communication addressed to you at the given address shall be deemed to have been served upon you. You will immediately notify change of address, if any.
4. All the above emoluments should be reduced to the extent of absence without leave or leave without pay. Only Basic Salary shall be reckoned for computing the contribution to the Provident Fund.
5. You are required to submit the following documents, if the same have not been submitted earlier
 - i. Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof;
 - ii. Copies of your passport photographs with grey background;
 - iii. Copy of Passport / Ration Card / Voter's ID / driving license or any other document as proof of your residence and photo identity
6. You have hereby given no objection in the Company(Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that Reliance Retail has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.
7. You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, reference s, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.
8. You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.
9. Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.
10. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
11. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
12. During your tenure with the company and based on your job profile, you might be granted access to various IT applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your



credentials.

13. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the client or Company as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the client's establishment of your posting.
14. You shall be entitled to leave and other benefits as per the rules and regulations governing client's establishment where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly holiday may be staggered and determined as per the roaster.
15. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered and you may be required to work in spells in the morning and evening. In case you being a female employee you shall be provided with due security escort up to your residence in case you work beyond 9 pm.
16. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
17. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
18. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
 - iv. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - v. Return to work within 8 days from the commencement of such absence and
 - vi. Give an explanation to the satisfaction of the Management regarding such absence.
19. You will be on probation for a period of Six months from the date of your joining, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving one month notice in writing by either side or payment of one month Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment is liable to be terminated by giving one month notice in writing by either side or payment of one month Basic Salary in lieu thereof. You shall attend duties till you are relieved from the service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
20. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
21. You will be bound by the code of conduct, rules, regulations and office orders in force and framed by the company from time to time in relation to your service conditions, which will form part of your service conditions and terms of employment.
22. You may be laid-off on payment of 50% wages on account of shortage of work, materials, electricity and similar other reasons.
23. You shall extend all cooperation to the client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the client / company in dealing with suppliers, customers and all other



organizations or individuals doing or seeking to do business with the client / company. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

25. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. As we are manpower service providers to others, in case of any eventuality of our business being closed or terminated, your job is also liable to be ended automatically.
28. You will not enter into any commitments or dealings on behalf of the client / Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the client / Company or exceed the authority or discretion vested in you without the previous sanction of the client / Company or those in authority over you.
29. You may be selected and sponsored by the Company / or Client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the company or client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information / material of the client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the client or by us are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the client or company, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.
34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.



I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 8 & 9 specifically.

Name : _____

Signature : _____

Date : _____





Ref: HR/NOV/23/A3/61089569/60140325/1001357511

Date: 21 November, 2023

Mr. Nithin Kumar
164/B, Maruthi
tent house road.
Janathanagar,
Mysore-570009
Karnataka, India

Dear **Mr. Nithin Kumar**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore, Karnataka**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj



ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceretail.com | E-mail: retail.secretarial@ril.com



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Nithin Kumar			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Ref: HR/NOV/23/A3/61089569/60140325/1001357516

Date: 21 November, 2023

Mr. Ravichandran R,
Basavanagudi,
Mysore.
Karnataka, India

Dear **Mr. Ravichandran R**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Ravichandran R			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Ref: HR/NOV/23/A3/61089569/60140325/1001357513

Date: 21 November, 2023

Mr.Siddesh L,
Madainhundi (V)
Nanjangudu,
Mysore.
Karnataka, India

Dear **Mr. Siddesh L**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore,Karnataka**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Siddesh L			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it



deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Ref: HR/NOV/23/A3/61089569/60140325/1001357515

Date: 21 November, 2023

Mr.Sudeep R,
#158, Ooty main
road, SGS Ashrama
(P), Muneshwara
nagar, Mysore.
Karnataka, India

Dear **Mr. Sudeep R**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore, Karnataka.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Sudeep R			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it

deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Ref: HR/NOV/23/A3/61089569/60140325/1001357512

Date: 21 November, 2023

Mr. Shashi Kumar T
Sujjaru(V),
Malavalli (Tq),
Mandya
Karnataka, India

Dear **Mr. Shashi Kumar T**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **Department Manager** in **Senior Executive - A3 grade** in our business on the following terms and conditions:

1. PLACE OF POSTING:

Your initial posting will be at **Mysore, Karnataka**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 25 November, 2022.

2. COMPENSATION:

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

i. Fixed Pay: Rs. 3,32,000/- (Rupees Three Lac(s) Thirty Two Thousand Only) per annum.

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

ii. Retirals: Rs. 28,456/- (Rupees Twenty Eight Thousand Four Hundred Fifty Six Only) per annum.

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

3. GENERAL:

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.
Website: www.relianceretail.com | E-mail: retail.secretarial@ril.com

The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,
For Reliance Retail Limited



Siddharthan Muthuraj

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Reliance Retail Limited

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800



SIGNATURE: _____

DATE: _____

Annexure 1A			
Name: Shashi Kumar T			
EARNINGS			
CTC Components		Proposed CTC (Rs.)	
		Monthly	Annual
<u>A. Fixed Pay</u>			
1	Basic Pay	11,877	1,42,528
<u>Choice Pay</u>			
2	Conveyance	Refer to Annexure 1B	
3	Fuel & Maintenance	Refer to Annexure 1B	
4	Leave Travel Allowance	Refer to Annexure 1B	
5	Medical Reimbursement	Refer to Annexure 1B	
6	Bonus*	2,375	28,506
7	Residual Choice Pay	5,104	61,248
<u>Housing</u>			
8	House Rent Allowance	5,939	71,264
<u>Insurance</u>			
9	GPA Insurance Premium	14	165
10	Group Term Life Insurance Premium	79	944
11	Medical Insurance Premium	1,461	17,536
<u>Retirals</u>			
12	PF - Employer Contribution	1,800	21,600
13	Gratuity (4.81% of Basic)	571	6,856
Total Fixed Pay [A]		27,667	3,32,000
Total Other Payments [B]			
Total CTC (A)		27,667	3,32,000
<p>Note: The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p>			



Annexure - 2

TERMS AND CONDITIONS OF EMPLOYMENT

1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

2. PROBATION:

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

3. TRANSFER

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

4. REPRESENTATIONS AND WARRANTIES:

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.

- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You

will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it



deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 8 days from the commencement of such absence, and
 - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
 - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
 - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
 - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

Employee Name:

Signature:

Date:



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

LETTER OF INTENT

Date: June 13, 2024

Anjali
Malleshwaram
Bangalore
India
anjalisssy@gmail.com

Dear Anjali,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

ANNEXURE TO YOUR OFFER OF EMPLOYMENT

Welcome to ReSource Pro!

Presented here are the details that refer to our offer of employment.

01. Training Period:

The training program will consist of classroom training and on-the-job training in India or Overseas. The duration of the classroom training shall be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirements, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training. Employees who are selected or required to travel overseas for undergoing the training will be governed by an Overseas Travel Training Agreement.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

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Confidential

06. Agreement:

Our offer to you is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro from the date of your joining. Please note, non-execution of the notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Anjali
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Anusha.P
Court opposite 11th cross
Chamarajanagar
India
anusharsha9740@gmail.com

Dear Anusha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Anusha.P
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Ashwini M
Nagavalli, nagavalli post office,
Chamarajanagara, 571342
India
ashwiniashu4678@gmail.com

Dear Ashwini,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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03. Earned Leave:

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Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Ashwini M
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Bhagya Jyothi S
Chamarajanagara
India
sjyothi0407@gmail.com

Dear Bhagya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

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Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Bhagya Jyothi S
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Bhavyashree K R
Chamarajanagara,
India
bhavyashreekr8073@gmail Dear

Bhavyashree,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Bhavyashree K R
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Bhavyashree K R
Chamarajanagara,
India
bhavyashreekr8073@gmail

Dear Bhavyashree,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
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Encl.: Annexure to the offer (as applicable to you).



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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Bhavyashree K R
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Bindu.M
Chamarajanagara
India
bindupinku2003gamlicom

Dear Bindu,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

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Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Bindu.M
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Chaithanya kumari
Chamarajanagar -571313
India
llamchaithanya@gmail.com

Dear Chaithanya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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01. Training Period:

The training program will consist of classroom training and on-the-job training in India or Overseas. The duration of the classroom training shall be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirements, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training. Employees who are selected or required to travel overseas for undergoing the training will be governed by an Overseas Travel Training Agreement.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: CHAITHANYA KUMARI
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Chandana C S
Court opposite 11th cross
Chamarajanagar
India
chandanaacscom19jsscwnh@gmail

Dear Chandana,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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01. Training Period:

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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

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Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: CHANDANA C.S
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Deepika M
Basavanapura
Chamarajanagara,
India
deepikagm19032003@gmail.com

Dear Deepika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

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05. Notice Period:

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Our offer to you is subject to the execution of the necessary Service Agreement. You will be required to complete the formalities on the Service Agreement at the time of joining. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro from the date of your joining. Please note, non-execution of the notarized Service Agreement at the time of your joining the Company may result in denial to join in the services of the Company.

07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Deepika M
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Harshitha N
Kagalavadi,
Chamarajanagar
India
hn585301@gmail.com

Dear Harshitha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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01. Training Period:

The training program will consist of classroom training and on-the-job training in India or Overseas. The duration of the classroom training shall be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirements, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training. Employees who are selected or required to travel overseas for undergoing the training will be governed by an Overseas Travel Training Agreement.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Harshitha N
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Jessika clara P
Chamarajanagara
India
jessikapclarap@gmail.com

Dear Jessika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

Welcome to ReSource Pro!

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01. Training Period:

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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Jessika clara P
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Keena Mary
Chamarajanagara
India
skeenamary@gmail.com

Dear Keena,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

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Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Keena Mary
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Maheshwari H S
Harave
Chamarajanagara,
India
mmaheshwarihs@gmail.com

Dear Maheshwari,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Maheshwari H S
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Mamatha B
Katnavadi,
Chamarajanagar
India
bmamatha709@gmail.com

Dear Mamatha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

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During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Mamatha B
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Mythri.M
Vadgalapuradahundi honnahalli post
haradanahalli hobal
Chamarajanagar
India
mythrimythri015@gmail.com

Dear Mythri,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

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We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: MYTHRIM
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Mythri.P
Kempapur
Mysuru
India
[mythripcem53jsswchn@gmail](mailto:mythripcem53jsswchn@gmail.com)

Dear Mythri,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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01. Training Period:

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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Mythri.P
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

PRIYADARSHINI.P
Dr. B R Ambedkar street, gumballi,
Chamarajanagar -571313
India
priyaprakash8277@gmail.com

Dear Priyadarshini,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

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01. Training Period:

The training program will consist of classroom training and on-the-job training in India or Overseas. The duration of the classroom training shall be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirements, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training. Employees who are selected or required to travel overseas for undergoing the training will be governed by an Overseas Travel Training Agreement.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: PRIYADARSHINI.P
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Radhika B
Kesthur
Chamarajanagar
India
radhikaradhi0407@gmail.com

Dear Radhika,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: RADHIKA B
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Rakshitha. N
Channappanapura village
India
rakshithan0003@gmail.com

Dear Rakshitha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Rakshitha. N
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Ranjitha
Puttanapura
Chamarajanagara
India
ranjithabcom73jsscwn@gmail.com

Dear Ranjitha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
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Encl.: Annexure to the offer (as applicable to you).



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The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Ranjitha
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
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Total Benefits (B)	27,372	2,281
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

S .Preethi
#596,4th cross
Bramaramba extension
Champarajanagar 571313
India
preethisuresh220@gmail.com

Dear Preethi,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

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We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

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Frances Zhang
SENIOR MANAGER, TALENT, INDIA

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The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

You will not, at any time, during the employment or after, without the consent of Resource Pro disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

ReSource Pro Operational Solution Private Limited

2nd, 3rd and 7th Floor, HUB 4, Karle Town Center (SEZ) | Kempapura Main Road, Nagavara, Bangalore – 560045, India
Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: S .Preethi
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Sindhu S
Vatal badavane
Somavarapete
India
sindhussindhus956@gmail.com

Dear Sindhu,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Sindhu S
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
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Frances Zhang
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Confidential

LETTER OF INTENT

Date: June 13, 2024

Sneha.S
#7/105 ,
near mahaveer bhavan,
jain street
Chamarajanagar -571313
India
snehaofficial03@gmail.com

Dear Sneha,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Sneha.S
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Sumaiya khanum
Chatipura masanapura post
India
skhanum921@gmail.com

Dear Sumaiya,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
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Encl.: Annexure to the offer (as applicable to you).



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The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

You will produce originals of all marks sheets and other relevant documents as demanded by the Company on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.



Bengaluru Office:

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Phone: +91.80.4663.5300 | www.resourcepro.com | CIN: U72200KA2015FTC079707

Confidential

In Resource Pro, there are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you. All the benefits are as per the Company's policies, which are subject to change from time to time. This offer is also conditional upon the execution of the "Non-Compete & Non-Disclosure Agreement".

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Sumaiya khanum
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Sunayabanu
Kagalavadu
Chamarajanagar -571313
India
Sumayabanu441@gmail.com

Dear Sunayabanu,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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ANNEXURE TO YOUR OFFER OF EMPLOYMENT

Welcome to ReSource Pro!

Presented here are the details that refer to our offer of employment.

01. Training Period:

The training program will consist of classroom training and on-the-job training in India or Overseas. The duration of the classroom training shall be purely based on business requirements. Your confirmation will be based on your positive contribution to the Company's objectives. Based on business requirements, period of training can be extended for a further period of six months or part thereof. Your continued employment with the Company is subject to your meeting the qualifying criteria during and at the end of the training. Employees who are selected or required to travel overseas for undergoing the training will be governed by an Overseas Travel Training Agreement.

02. Probationary Period and Confirmation as a Permanent Employee:

You will be on probation for a period of 6 months from your date of joining. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of the probation period. Your confirmation as a permanent employee is subject to the terms and conditions included in the Confirmation Policy of the Company.

03. Earned Leave:

The Employee is eligible for leaves as per the Company's leave policy guidelines and Holiday calendar published by the company, as in force and amended from time to time.

The Employee is encouraged not to take leave/s while serving his/her notice period, and if leaves are taken, the notice period will extend to the extent of leaves taken during this period.

Maternity leave will be allowed with pay to women employees at the rate and in the manner provided in the Maternity Benefit Act, 1961 and as per the Maternity Benefits (Amendment) Act, 2017.

04. Increments and Promotions:

Your growth in the Company and increase in salary will solely depend on your performance and contribution to the Company. This salary will be effective from your date of joining succeeding completion of training and allocation to the Unit.

05. Notice Period:

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your employment can be terminated by the Company with one month notice or salary thereof. On confirmation as a regular employee, you will be required to serve 2 months' notice or salary thereof in case you decide to leave our services. In the event of you having any incomplete assignment, the Company will have the discretion to relieve you only at the end of the 2 months' notice period. Similarly, the Company can terminate your services by giving you 2 months' notice or salary thereof. The Company may terminate your services immediately on disciplinary grounds.



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07. Background Checks:

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

08. Confidentiality

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''Any and all information sought from you, including personally identifiable information like Aadhaar, Pan or other identification is being sought by the company based on its statutory obligations and for the requirements of security. You affirm that you are providing this input voluntarily and shall not hold the company liable in any event, for the legitimate interest and legitimate disclosure or use of this data by the company. The company shall take all steps to safeguard and protect this data.''

09. Retirement

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

10. Other Terms & Conditions:

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Resource Pro. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: SUNAYABANU
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

- You will be entitled to Gratuity payment only on completion of 3 years of service and this payment shall be in accordance with the Payment of Gratuity act 1972.
- Flexible Benefit Plan is applicable when the CTC is more than 6 lakhs and it can be used to claim tax exemptions.
- You will be eligible for a Medical Insurance of INR. 5,00,000/- for self, spouse & 2 dependent children (up to the age of 25 years), Group Personal Accident & Group Term life. The premium of the same is paid by the company.
- Transport Allowance is deducted if office transport is availed.
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Frances Zhang
 SENIOR MANAGER, TALENT, INDIA



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Confidential

LETTER OF INTENT

Date: June 13, 2024

Theju P
Bisalvadi,
Chamarajanagar
India
thejupthejup36@gmail.com

Dear Theju,

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of Associate, Service Delivery, India.

The location of your initial reporting and training will be Bangalore, India. The date of your joining would be 13/07/2024 Your Total Gross Salary has been detailed in the Annexure to this letter. On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Resource Pro. On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies. Your employment will be governed by the rules, regulations and policies of the Company and subject to the clearance of reference checks by the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please reply to this mail and also carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to ReSource Pro. We wish you a long, rewarding and fulfilling career and look forward to you joining us. Yours

sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Encl.: Annexure to the offer (as applicable to you).



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I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

Your name in capital letters

Your signature

Date: _____

Location: _____

Yours sincerely,

Frances Zhang
SENIOR MANAGER, TALENT, INDIA

Confidential

Annexure I
COMPENSATION DETAILS (All figures in INR)

Name: Theju P
Designation: Associate, Service Delivery, India
Proposed CTC: ₹300,000.00

Salary Break-up	Annual (INR)	Monthly (INR)
Basic	120,000	10,000
HRA	60,000	5,000
Special Allowance	32,628	2,719
Transport Allowance	60,000	5,000
Total Fixed Pay (A)	272,628	22,719
Benefits		
PF - Company Contribution	21,600	1,800
Gratuity	5,772	481
Total Benefits (B)	27,372	2,281
Total Cost to Company (A+B)	300,000	25,000

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- Transport Allowance is deducted if office transport is availed.
- Payment of Shift Allowance is subject to vary based on the actual shift assignment/working. The Employee may be eligible for shift allowance, calculated on actual days worked basis, only if he/she has worked in the following real time shifts:
 First Shift – 12:00PM/01:00PM TO 09:00PM/10:00PM – INR 2,200/- per month. Second Shift – 06:30PM/07:30PM TO 03:30AM/04:30AM – INR 5,500/- per month. Third Shift – 08:30PM/09:30PM TO 05:30AM/06:30AM – INR 7,700/- per month.



Frances Zhang
 SENIOR MANAGER, TALENT, INDIA