



21st June 2024

Dear Aishwarya D

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

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DATE \_\_\_\_\_



**hr@smarted.pro**  
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Bengaluru, Karnataka 560029**



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## ANNEXURE

Professional/Educational Certificates and Mark Sheets towards;

10-standard

Graduation

Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Akhila. S**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

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Joining Date: **5th July 2024**  
Target : **180000 PM**

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**Job Type:** Full Time Training

**Location:** Bangalore.

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21st June 2024

**Dear Anjali jk bharadwaj**

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Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

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21st June 2024

Dear **ANUSHREE N**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

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OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
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21st June 2024

**Dear Arunkumar S**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

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OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
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21st June 2024

**Dear Dimpal SN**

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Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

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## ANNEXURE

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21st June 2024

**Dear Fayiz Ahmed Khan**

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**Job Type:** Full Time Training

**Location:** Bangalore.

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21st June 2024

Dear Jayanth V S

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

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**Job Type:** Full Time Training

**Location:** Bangalore.

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.







21st June 2024

Dear Jeevan H B

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Joining Date: **5th July 2024**  
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**Job Type:** Full Time Training

**Location:** Bangalore.

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21st June 2024

Dear Kavya K

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

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OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



**hr@smarted.pro**  
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## ANNEXURE

Professional/Educational Certificates and Mark Sheets towards;

10-standard

Graduation

Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear L Chethan Kumar

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
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- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
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## ANNEXURE

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Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Mahadeva Prasad P V

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
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## ANNEXURE

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PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Maheshwari R

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
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## ANNEXURE

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Nagini M

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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Bengaluru, Karnataka 560029





### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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## ANNEXURE

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PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Nirmitha M

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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## ANNEXURE

Professional/Educational Certificates and Mark Sheets towards;

10-standard

Graduation

Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Pooja k**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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Bengaluru, Karnataka 560029**



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
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DATE \_\_\_\_\_



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## ANNEXURE

- Professional/Educational Certificates and Mark Sheets towards;
- 10-standard
- Graduation
- Post-graduation/ Doctorate
- COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
- PAN Card, Aadhar card
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.







21st June 2024

Dear Pooja S

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE \_\_\_\_\_  
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## ANNEXURE

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Poornima B S

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
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SIGNATURE \_\_\_\_\_  
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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Prabhugowda

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
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## ANNEXURE

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Rahul**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

**2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029**



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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**7019632887**



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Bengaluru, Karnataka 560029**



## ANNEXURE

- Professional/Educational Certificates and Mark Sheets towards;
- 10-standard
- Graduation
- Post-graduation/ Doctorate
- COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
- PAN Card, Aadhar card
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Rahul T N

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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SIGNATURE \_\_\_\_\_  
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DATE \_\_\_\_\_



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## ANNEXURE

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Rakshith H**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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### Training Policy

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- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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SIGNATURE \_\_\_\_\_  
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21st June 2024

Dear Rakshitha

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

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(Candidate's Signature )

DATE \_\_\_\_\_

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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21st June 2024

**Dear Ramprasad R**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024 (unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature)

DATE \_\_\_\_\_

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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21st June 2024

Dear S M Jnanesh

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

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SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
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SIGNATURE \_\_\_\_\_  
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## ANNEXURE

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PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Sangeetha L G

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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## ANNEXURE

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Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Santhosh a.r**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
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21st June 2024

**Dear Shreesharan B**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

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**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

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21st June 2024

Dear Shweta Hegde

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

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**Job Type:** Full Time Training

**Location:** Bangalore.

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SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



**hr@smarted.pro**  
**www.smarted.in**



**7019632887**



**2nd floor, Oyo work flow, Opp to  
Nexus mall, Koramangala,  
Bengaluru, Karnataka 560029**



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## ANNEXURE

Professional/Educational Certificates and Mark Sheets towards;

10-standard

Graduation

Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Syeda Noorain**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024 (unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature)

DATE \_\_\_\_\_

**2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029**





### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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[www.smarted.in](http://www.smarted.in)



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## ANNEXURE

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- 10-standard
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- PAN Card, Aadhar card
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

**Dear Uma B C**

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: INR **15000** Per Month + INR **10000** as incentives (Subject to statutory deductions)

Upon successful completion of probation **CTC** will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

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to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029**



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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## ANNEXURE

- Professional/Educational Certificates and Mark Sheets towards;
- 10-standard
- Graduation
- Post-graduation/ Doctorate
- COLOR SCANNED COPY OF YOUR PHOTOGRAPHS
- PAN Card, Aadhar card
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





21st June 2024

Dear Yashaswini Gowda S

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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## ANNEXURE

Professional/Educational Certificates and Mark Sheets towards;

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Post-graduation/ Doctorate

COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.







21st June 2024

Dear Rakshitha C K

We congratulate you for being selected for a **6 months** Training with Smart EdTech Pvt. Ltd. "At will basis" which can be extended. Please find the following confirmation of your Training.

Title: **Business Development Intern**  
OJT Date: **5th July 2024 to 15th July 2024(unpaid)**  
Joining Date: **5th July 2024**  
Target : **180000 PM**

Stipend: **INR 15000 Per Month + INR 10000 as incentives (Subject to statutory deductions)**

Upon successful completion of probation CTC will range from **3 LPA TO 6 LPA**

Please indicate your acceptance, by signing the letter and mailing the signed and scanned soft copy of the Training Offer Letter and the documents as mentioned below to the <hr@smarted.pro> within 24 hours from the receipt of this mail. The offer shall stand automatically withdrawn without further action on the part of Smart EdTech if we do not receive your acceptance as per the mentioned timeline.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Smart EdTech, and will report on or before **5th July 2024**.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_

2nd floor, Oyo work flow, Opp  
to Nexus mall , Koramangala,  
Bengaluru, Karnataka 560029



### Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- You are also required to substantially use all of your time and effort to perform these tasks during business hours and such reasonable additional time as may be necessary.

**Working Hours:** 9 Hours a day (Inc. Lunch Break).

**Job Type:** Full Time Training

**Location:** Bangalore.

- During the training period, the company will have all the rights to terminate your services without offering any reason.
- At any time if you wish to discontinue the training due to personal reasons, either you will have to pay a compensation equal to 1 month stipend or you are required to serve a notice of 30 Days.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- You will observe all policies and practices governing the conduct of our business and employees. Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company.

SIGNATURE \_\_\_\_\_  
(Candidate's Signature )

DATE \_\_\_\_\_



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COLOR SCANNED COPY OF YOUR PHOTOGRAPHS

PAN Card, Aadhar card

Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.





HR/SMPF/OL/1416/23-24

Date: 19.01.2024

Name: - MR. ARJUN BABU C

Address: - S/o Babu C,  
#525/A, Tyagaraja Mohalla,  
New Water Tank, Ward No 06,  
Bannur, Mysore, Karnataka-571101.

Mobile No: - +91- 79752 64369

Email Id: - [achumani1357900@gmail.com](mailto:achumani1357900@gmail.com)

**Offer Letter**

Dear Arjun Babu C,

With the reference to your application and subsequent interview (s) you had with us we are pleased to offer you the post of **Lab Associate** in our company. Your place of posting will be at **Bommasandra, Bangalore** headquarters on the following terms and conditions.

The Offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc., furnished by you in your bio-data / application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and / or any of the documents / certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

1. You are required to submit the attested copies of following documents at the time of Joining for the Duty.
  - i) Documentary proof of your Date of Birth.
  - ii) Documentary proof in support of your educational and professional qualification.
  - iii) Passport size photographs.
  - iv) Reliving letter from previous employer.
  - v) Address proof i.e., Aadhar Card or Driving license or Voter ID and PAN card copy.
  - vi) You will intimate in writing to the management any change of address or in your civil status within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.



2. Your remuneration package (CTC) will be Rs. 2,16,000/- (In Rupees Two Lakhs Sixteen-Thousand Only) per annum and the CTC break up as follows: -

<b>Sl No.</b>	<b>CTC BREAK UP</b>	
1	BASIC+DA	15,100.00
2	HRA	2,333.00
	<b>GROSS SALARY</b>	<b>17,433.00</b>
3	ESI- EMPLOYEES CONTRIBUTION	131.00
	<b>NET PAYABLE</b>	<b>17,302.00</b>
4	ESI- EMPLOYER CONTRIBUTION	567.00
	<b>CTC</b>	<b>18,000.00</b>

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any inside or outside the organization.

3. You will be on probation for a period of 6 months effective from the date of joining. During this period your performance, behavior, attitude etc., will be measured and assessed as per the Company standard and if found unsatisfactory employment will be terminated without assigning any reason or notice or without any compensation depending on the gravity of the situation. In case your probationary period is extended and attended one year of service, leave benefits will be applicable. On satisfactory completion of the probation period your services will be confirmed in writing till which time you will be deemed to be on probation.
4. On confirmation of your job, you will be eligible for leave as per the leave policy of the company.
5. Statutory deduction will be applicable in probation period and on confirmation of job, statutory deductions will be applicable from the date of joining to the duty. Salary disbursement shall be subject to statutory deductions from your salary in the form of contributions to:
- E.S.I
  - Income Tax
  - And any other deduction as may be applicable
6. Your services are liable to be transferred either during your probation period or otherwise from one department to another, from one location to another from branch to H.O or vice versa or sister/subsidiary Company of the group or due to exigencies of work in any of the locations which are in existence or coming into existence in the future.
7. i) You will be governed by the rules and regulations of the company which are in force from time to time relating to discipline, attendance, working hours, working conditions & code of conduct.
- ii) You shall maintain secrecy of all the information/data of the company's operation which you may come to know during the course of your stay with us. Any failure on



- your part to maintain secrecy of the company you will be liable for legal actions. This secrecy clause is applicable on employment and even after separation.
- iii) The company will expect you to devote your full time and attention to duties and entrusted to you and you will not engage yourself to work for any other person in our company or organization, firm in capacity nor you will do any private business directly or indirectly without prior permission from the company in writing. You should discharge your duties with honesty and sincerity.
  - iv) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with the prior written sanction of the management or those in authority over you.
  - v) You shall be responsible for safe keeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
8. In the event of the company deputed you for acquiring specialized know – how through training within the country or abroad, you will be required execute a bond to continue employment for a period of 3 years with the company.
9. You covenant, and agree that during the employment with the company and for a period of 6 months thereafter due to the exposures access to substantial confidential or proprietary information pertaining to companies' business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the company's interest in this regard, you will not, accept with the prior written consent of the company directly or indirectly.
- i. Attempt in any manner to solicit from (a) any current client/of the company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the company business of the type carried on, or proposed to carried on by the company or purchase or sell any products or services including any product or services competing with those provided by the company or
  - ii. Attempt to persuade any person firm or entity which is a client / to cease doing business or to reduce the amount of business which any such client has customarily done.
  - iii. Employ, solicit, incite canvass or attempt to employ or assist anyone else to employee any person who is in the employment of the company or was in the employment of the company at any time during the preceding 6 calendar months. Further, you shall not solicit, incite or in any other way encourage other employees of the company to terminate their respective contracts of employment with the company or.
  - iv. Solicit, canvass or accept employment from any of company's clients or any person, firm or company which competes with the business of the company.
10. You have to adhere to the work schedule allotted by your superiors from time to time.



11. Termination of Service:

- If you fail, refuse or neglect to carry out or perform any duty assigned to you by the company.
- Either party will have the right to terminate the services after giving Two months' notice in writing.
- In case of your termination/resignation you shall handover the charge to any official designated in this behalf and obtain a clearance certificate and your accounts can be settled only on the production of such clearance certificate and upon returning of any other company's property which may be in your possession at that point of time.
- You're liable to be discharged/dismissed or terminated from service without prior notice or compensation in lieu of prior notice for loss of confidence, fraud misappropriation and for any misconduct.
- If for a period of eight consecutive days you absent yourself without sanction of leave or overstay sanctioned leave for eight consecutive days you shall be deemed to have abandoned your employment voluntarily.
- During the period of your employment with us if you are found medically unfit management shall have the right to terminate your services without any notice thereof.

12. On breach of any of the above condition management is free to take any suitable action on you.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this order, signifying your complete understanding, you are required to report to the office of SWASTIKS on or before 25<sup>th</sup> January 2024 and acceptance of by dated 20<sup>th</sup> January 2024, failing which the offer of employment stands cancelled.

Wishing you all the Best, and welcoming you to our organization for a long-standing relationship.

Yours faithfully,

Authorized signatory

This is a computer generated. Hence doesn't require signature.

I hereby agree to abide by the terms and conditions of these appointment letter without any reservation and I am aware that any lapse in my meeting the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination.

Place: BANGALORE

Date:

Signature of the Employee



HR/SMPF/OL/1417/23-24

Date: 19.01.2024

Name: - MR. ROHAN B V

Address: - S/o Veerappa  
Beerballi (V) H D Kote Tq,  
Mysuru Dist-571116

Mobile No: - +91- 7673936475

Email Id: - rohan bv0077@gmail.com

**Offer Letter**

Dear Rohan B V,

With the reference to your application and subsequent interview (s) you had with us we are pleased to offer you the post of **Lab Associate** in our company. Your place of posting will be at **Bommasandra, Bangalore** headquarters on the following terms and conditions.

The Offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc., furnished by you in your bio-data / application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and / or any of the documents / certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

1. You are required to submit the attested copies of following documents at the time of Joining for the Duty.
  - i) Documentary proof of your Date of Birth.
  - ii) Documentary proof in support of your educational and professional qualification.
  - iii) Passport size photographs.
  - iv) Reliving letter from previous employer.
  - v) Address proof i.e., Aadhar Card or Driving license or Voter ID and PAN card copy.
  - vi) You will intimate in writing to the management any change of address or in your civil status within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.





2. Your remuneration package (CTC) will be Rs. 2,16,000/- (In Rupees Two Lakhs Sixteen-Thousand Only) per annum and the CTC break up as follows: -

SI No.	CTC BREAK UP	
1	BASIC+DA	15,100.00
2	HRA	2,333.00
	<b>GROSS SALARY</b>	<b>17,433.00</b>
3	ESI- EMPLOYEES CONTRIBUTION	131.00
	<b>NET PAYABLE</b>	<b>17,302.00</b>
4	ESI- EMPLOYER CONTRIBUTION	567.00
	<b>CTC</b>	<b>18,000.00</b>

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any inside or outside the organization.

3. You will be on probation for a period of 6 months effective from the date of joining. During this period your performance, behavior, attitude etc., will be measured and assessed as per the Company standard and if found unsatisfactory employment will be terminated without assigning any reason or notice or without any compensation depending on the gravity of the situation. In case your probationary period is extended and attended one year of service, leave benefits will be applicable. On satisfactory completion of the probation period your services will be confirmed in writing till which time you will be deemed to be on probation.
4. On confirmation of your job, you will be eligible for leave as per the leave policy of the company.
5. Statutory deduction will be applicable in probation period and on confirmation of job, statutory deductions will be applicable from the date of joining to the duty. Salary disbursement shall be subject to statutory deductions from your salary in the form of contributions to:
- E.S.I
  - Income Tax
  - And any other deduction as may be applicable
6. Your services are liable to be transferred either during your probation period or otherwise from one department to another, from one location to another from branch to H.O or vice versa or sister/subsidiary Company of the group or due to exigencies of work in any of the locations which are in existence or coming into existence in the future.
7. i) You will be governed by the rules and regulations of the company which are in force from time to time relating to discipline, attendance, working hours, working conditions & code of conduct.
- ii) You shall maintain secrecy of all the information/data of the company's operation which you may come to know during the course of your stay with us. Any failure on



your part to maintain secrecy of the company you will be liable for legal actions. This secrecy clause is applicable on employment and even after separation.

- iii) The company will expect you to devote your full time and attention to duties and entrusted to you and you will not engage yourself to work for any other person in our company or organization, firm in capacity nor you will do any private business directly or indirectly without prior permission from the company in writing. You should discharge your duties with honesty and sincerity.
  - iv) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with the prior written sanction of the management or those in authority over you.
  - v) You shall be responsible for safe keeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
8. In the event of the company deputed you for acquiring specialized know – how through training within the country or abroad, you will be required execute a bond to continue employment for a period of 3 years with the company.
9. You covenant, and agree that during the employment with the company and for a period of 6 months thereafter due to the exposures access to substantial confidential or proprietary information pertaining to companies' business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the company's interest in this regard, you will not, accept with the prior written consent of the company directly or indirectly.
- i. Attempt in any manner to solicit from (a) any current client/of the company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the company business of the type carried on, or proposed to carried on by the company or purchase or sell any products or services including any product or services competing with those provided by the company or
  - ii. Attempt to persuade any person firm or entity which is a client / to cease doing business or to reduce the amount of business which any such client has customarily done.
  - iii. Employ, solicit, incite canvass or attempt to employ or assist anyone else to employee any person who is in the employment of the company or was in the employment of the company at any time during the preceding 6 calendar months. Further, you shall not solicit, incite or in any other way encourage other employees of the company to terminate their respective contracts of employment with the company or.
  - iv. Solicit, canvass or accept employment from any of company's clients or any person, firm or company which competes with the business of the company.
10. You have to adhere to the work schedule allotted by your superiors from time to time.



11. Termination of Service:

- If you fail, refuse or neglect to carry out or perform any duty assigned to you by the company.
- Either party will have the right to terminate the services after giving Two months' notice in writing.
- In case of your termination/resignation you shall handover the charge to any official designated in this behalf and obtain a clearance certificate and your accounts can be settled only on the production of such clearance certificate and upon returning of any other company's property which may be in your possession at that point of time.
- You're liable to be discharged/dismissed or terminated from service without prior notice or compensation in lieu of prior notice for loss of confidence, fraud misappropriation and for any misconduct.
- If for a period of eight consecutive days you absent yourself without sanction of leave or overstay sanctioned leave for eight consecutive days you shall be deemed to have abandoned your employment voluntarily.
- During the period of your employment with us if you are found medically unfit management shall have the right to terminate your services without any notice thereof.

12. On breach of any of the above condition management is free to take any suitable action on you.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this order, signifying your complete understanding, you are required to report to the office of SWASTIKS on or before 25<sup>th</sup> January 2024 and acceptance of by dated 20<sup>th</sup> January 2024, failing which the offer of employment stands cancelled.

Wishing you all the Best, and welcoming you to our organization for a long-standing relationship.

Yours faithfully,

Authorized signatory

This is a computer generated. Hence doesn't require signature.

I hereby agree to abide by the terms and conditions of these appointment letter without any reservation and I am aware that any lapse in my meeting the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination.

Place: BANGALORE

Date:

Signature of the Employee



HR/SMPF/OL/1417/23-24

Date: 19.01.2024

Name: - MR. VISHWAS H M

Address: - S/o Madanna  
Hosahalli, 1<sup>st</sup> Cross,  
Opp Bisilu Maramma Temple, Mandya

Mobile No: - +91- 6363138598

Email Id: - rohan bv0077@gmail.com

**Offer Letter**

Dear Vishwas H M,

With the reference to your application and subsequent interview (s) you had with us we are pleased to offer you the post of **Lab Associate** in our company. Your place of posting will be at **Bommasandra, Bangalore** headquarters on the following terms and conditions.

The Offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc., furnished by you in your bio-data / application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and / or any of the documents / certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

1. You are required to submit the attested copies of following documents at the time of Joining for the Duty.
  - i) Documentary proof of your Date of Birth.
  - ii) Documentary proof in support of your educational and professional qualification.
  - iii) Passport size photographs.
  - iv) Reliving letter from previous employer.
  - v) Address proof i.e., Aadhar Card or Driving license or Voter ID and PAN card copy.
  - vi) You will intimate in writing to the management any change of address or in your civil status within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.



2. Your remuneration package (CTC) will be Rs. 2,16,000/- (In Rupees Two Lakhs Sixteen-Thousand Only) per annum and the CTC break up as follows: -

SI No.	CTC BREAK UP	
1	BASIC+DA	15,100.00
2	HRA	2,333.00
	<b>GROSS SALARY</b>	<b>17,433.00</b>
3	ESI- EMPLOYEES CONTRIBUTION	131.00
	<b>NET PAYABLE</b>	<b>17,302.00</b>
4	ESI- EMPLOYER CONTRIBUTION	567.00
	<b>CTC</b>	<b>18,000.00</b>

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any inside or outside the organization.

3. You will be on probation for a period of 6 months effective from the date of joining. During this period your performance, behavior, attitude etc., will be measured and assessed as per the Company standard and if found unsatisfactory employment will be terminated without assigning any reason or notice or without any compensation depending on the gravity of the situation. In case your probationary period is extended and attended one year of service, leave benefits will be applicable. On satisfactory completion of the probation period your services will be confirmed in writing till which time you will be deemed to be on probation.
4. On confirmation of your job, you will be eligible for leave as per the leave policy of the company.
5. Statutory deduction will be applicable in probation period and on confirmation of job, statutory deductions will be applicable from the date of joining to the duty. Salary disbursement shall be subject to statutory deductions from your salary in the form of contributions to:
- E.S.I
  - Income Tax
  - And any other deduction as may be applicable
6. Your services are liable to be transferred either during your probation period or otherwise from one department to another, from one location to another from branch to H.O or vice versa or sister/subsidiary Company of the group or due to exigencies of work in any of the locations which are in existence or coming into existence in the future.
7. i) You will be governed by the rules and regulations of the company which are in force from time to time relating to discipline, attendance, working hours, working conditions & code of conduct.
- ii) You shall maintain secrecy of all the information/data of the company's operation which you may come to know during the course of your stay with us. Any failure on



- your part to maintain secrecy of the company you will be liable for legal actions. This secrecy clause is applicable on employment and even after separation.
- iii) The company will expect you to devote your full time and attention to duties and entrusted to you and you will not engage yourself to work for any other person in our company or organization, firm in capacity nor you will do any private business directly or indirectly without prior permission from the company in writing. You should discharge your duties with honesty and sincerity.
  - iv) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with the prior written sanction of the management or those in authority over you.
  - v) You shall be responsible for safe keeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
8. In the event of the company deputed you for acquiring specialized know – how through training within the country or abroad, you will be required execute a bond to continue employment for a period of 3 years with the company.
9. You covenant, and agree that during the employment with the company and for a period of 6 months thereafter due to the exposures access to substantial confidential or proprietary information pertaining to companies' business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the company's interest in this regard, you will not, accept with the prior written consent of the company directly or indirectly.
- i. Attempt in any manner to solicit from (a) any current client/of the company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the company business of the type carried on, or proposed to carried on by the company or purchase or sell any products or services including any product or services competing with those provided by the company or
  - ii. Attempt to persuade any person firm or entity which is a client / to cease doing business or to reduce the amount of business which any such client has customarily done.
  - iii. Employ, solicit, incite canvass or attempt to employ or assist anyone else to employee any person who is in the employment of the company or was in the employment of the company at any time during the preceding 6 calendar months. Further, you shall not solicit, incite or in any other way encourage other employees of the company to terminate their respective contracts of employment with the company or.
  - iv. Solicit, canvass or accept employment from any of company's clients or any person, firm or company which competes with the business of the company.
10. You have to adhere to the work schedule allotted by your superiors from time to time.



11. Termination of Service:

- If you fail, refuse or neglect to carry out or perform any duty assigned to you by the company.
- Either party will have the right to terminate the services after giving Two months' notice in writing.
- In case of your termination/resignation you shall handover the charge to any official designated in this behalf and obtain a clearance certificate and your accounts can be settled only on the production of such clearance certificate and upon returning of any other company's property which may be in your possession at that point of time.
- You're liable to be discharged/dismissed or terminated from service without prior notice or compensation in lieu of prior notice for loss of confidence, fraud misappropriation and for any misconduct.
- If for a period of eight consecutive days you absent yourself without sanction of leave or overstay sanctioned leave for eight consecutive days you shall be deemed to have abandoned your employment voluntarily.
- During the period of your employment with us if you are found medically unfit management shall have the right to terminate your services without any notice thereof.

12. On breach of any of the above condition management is free to take any suitable action on you.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this order, signifying your complete understanding, you are required to report to the office of SWASTIKS on or before 25<sup>th</sup> January 2024 and acceptance of by dated 20<sup>th</sup> January 2024, failing which the offer of employment stands cancelled.

Wishing you all the Best, and welcoming you to our organization for a long-standing relationship.

Yours faithfully,

Authorized signatory

This is a computer generated. Hence doesn't require signature.

I hereby agree to abide by the terms and conditions of these appointment letter without any reservation and I am aware that any lapse in my meeting the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination.

Place: BANGALORE

Date:

Signature of the Employee



HR/SMPF/OL/1417/23-24

Date: 19.01.2024

Name: - MR. HARSHA S

Address: - **S/o Shivanna S B**  
Yalanadu (V) Singapura Hulyar (H)  
Chikkanayakanahalli Tq Tumakur Dist

Mobile No: - +91- 7899415626

Email Id: - harshas2019@gmail.com

**Offer Letter**

Dear Harsha S,

With the reference to your application and subsequent interview (s) you had with us we are pleased to offer you the post of **Lab Associate** in our company. Your place of posting will be at **Bommasandra, Bangalore** headquarters on the following terms and conditions.

The Offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc., furnished by you in your bio-data / application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and / or any of the documents / certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

1. You are required to submit the attested copies of following documents at the time of Joining for the Duty.
  - i) Documentary proof of your Date of Birth.
  - ii) Documentary proof in support of your educational and professional qualification.
  - iii) Passport size photographs.
  - iv) Reliving letter from previous employer.
  - v) Address proof i.e., Aadhar Card or Driving license or Voter ID and PAN card copy.
  - vi) You will intimate in writing to the management any change of address or in your civil status within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you.





2. Your remuneration package (CTC) will be Rs. 2,16,000/- (In Rupees Two Lakhs Sixteen-Thousand Only) per annum and the CTC break up as follows: -

SI No.	CTC BREAK UP	
1	BASIC+DA	15,100.00
2	HRA	2,333.00
	<b>GROSS SALARY</b>	<b>17,433.00</b>
3	ESI- EMPLOYEES CONTRIBUTION	131.00
	<b>NET PAYABLE</b>	<b>17,302.00</b>
4	ESI- EMPLOYER CONTRIBUTION	567.00
	<b>CTC</b>	<b>18,000.00</b>

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any inside or outside the organization.

3. You will be on probation for a period of 6 months effective from the date of joining. During this period your performance, behavior, attitude etc., will be measured and assessed as per the Company standard and if found unsatisfactory employment will be terminated without assigning any reason or notice or without any compensation depending on the gravity of the situation. In case your probationary period is extended and attended one year of service, leave benefits will be applicable. On satisfactory completion of the probation period your services will be confirmed in writing till which time you will be deemed to be on probation.
4. On confirmation of your job, you will be eligible for leave as per the leave policy of the company.
5. Statutory deduction will be applicable in probation period and on confirmation of job, statutory deductions will be applicable from the date of joining to the duty. Salary disbursement shall be subject to statutory deductions from your salary in the form of contributions to:
- E.S.I
  - Income Tax
  - And any other deduction as may be applicable
6. Your services are liable to be transferred either during your probation period or otherwise from one department to another, from one location to another from branch to H.O or vice versa or sister/subsidiary Company of the group or due to exigencies of work in any of the locations which are in existence or coming into existence in the future.
7. i) You will be governed by the rules and regulations of the company which are in force from time to time relating to discipline, attendance, working hours, working conditions & code of conduct.
- ii) You shall maintain secrecy of all the information/data of the company's operation which you may come to know during the course of your stay with us. Any failure on



your part to maintain secrecy of the company you will be liable for legal actions. This secrecy clause is applicable on employment and even after separation.

- iii) The company will expect you to devote your full time and attention to duties and entrusted to you and you will not engage yourself to work for any other person in our company or organization, firm in capacity nor you will do any private business directly or indirectly without prior permission from the company in writing. You should discharge your duties with honesty and sincerity.
  - iv) Commitments or dealings on behalf of the company can be entered into only within authority or discretion vested in you, with the prior written sanction of the management or those in authority over you.
  - v) You shall be responsible for safe keeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
8. In the event of the company deputed you for acquiring specialized know – how through training within the country or abroad, you will be required execute a bond to continue employment for a period of 3 years with the company.
9. You covenant, and agree that during the employment with the company and for a period of 6 months thereafter due to the exposures access to substantial confidential or proprietary information pertaining to companies' business and clients that you have till now obtained and shall continue to obtain and in recognition of the need to protect the company's interest in this regard, you will not, accept with the prior written consent of the company directly or indirectly.
- i. Attempt in any manner to solicit from (a) any current client/of the company or (b) any firm, association or corporation or other entity which you have contacted or otherwise dealt with on behalf of the company business of the type carried on, or proposed to carried on by the company or purchase or sell any products or services including any product or services competing with those provided by the company or
  - ii. Attempt to persuade any person firm or entity which is a client / to cease doing business or to reduce the amount of business which any such client has customarily done.
  - iii. Employ, solicit, incite canvass or attempt to employ or assist anyone else to employee any person who is in the employment of the company or was in the employment of the company at any time during the preceding 6 calendar months. Further, you shall not solicit, incite or in any other way encourage other employees of the company to terminate their respective contracts of employment with the company or.
  - iv. Solicit, canvass or accept employment from any of company's clients or any person, firm or company which competes with the business of the company.
10. You have to adhere to the work schedule allotted by your superiors from time to time.



11. Termination of Service:

- If you fail, refuse or neglect to carry out or perform any duty assigned to you by the company.
- Either party will have the right to terminate the services after giving Two months' notice in writing.
- In case of your termination/resignation you shall handover the charge to any official designated in this behalf and obtain a clearance certificate and your accounts can be settled only on the production of such clearance certificate and upon returning of any other company's property which may be in your possession at that point of time.
- You're liable to be discharged/dismissed or terminated from service without prior notice or compensation in lieu of prior notice for loss of confidence, fraud misappropriation and for any misconduct.
- If for a period of eight consecutive days you absent yourself without sanction of leave or overstay sanctioned leave for eight consecutive days you shall be deemed to have abandoned your employment voluntarily.
- During the period of your employment with us if you are found medically unfit management shall have the right to terminate your services without any notice thereof.

12. On breach of any of the above condition management is free to take any suitable action on you.

If the above terms and conditions are acceptable to you, please return the duplicate copy of this order, signifying your complete understanding, you are required to report to the office of SWASTIKS on or before 25<sup>th</sup> January 2024 and acceptance of by dated 20<sup>th</sup> January 2024, failing which the offer of employment stands cancelled.

Wishing you all the Best, and welcoming you to our organization for a long-standing relationship.

Yours faithfully,

Authorized signatory

This is a computer generated. Hence doesn't require signature.

I hereby agree to abide by the terms and conditions of these appointment letter without any reservation and I am aware that any lapse in my meeting the set performance standards / misconduct and any disciplinary issue would result in legal / disciplinary action against me / or employment termination.

Place: BANGALORE

Date:

Signature of the Employee

OL No: TN17227

Date : 18 November 2023

Dear **Abhilash H M**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Business Development Trainee**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

**Date of Joining : 5 December 2023**

Training Period : **5 December 2023 to 14-December-2023 - (Unpaid)**

OJT Start Date: **15-December-2023**

OJT End Date: **14-April-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per Month

Incentives : INR **12000**

Target: **280000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 December 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off(On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 Coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: TN17226

Date : 18 November 2023

Dear **Bhavana S**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Business Development Trainee**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 5 December 2023**

Training Period : **5 December 2023 to 14-December-2023 - (Unpaid)**

OJT Start Date: **15-December-2023**

OJT End Date: **14-April-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per Month

Incentives : INR **12000**

Target: **280000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 December 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off(On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_



## ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 Coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: TN17225

Date : 18 November 2023

Dear **Nithya Y N**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Business Development Trainee**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with **TEACHNOOK**:

**Date of Joining : 5 December 2023**

Training Period : **5 December 2023 to 14-December-2023 - (Unpaid)**

OJT Start Date: **15-December-2023**

OJT End Date: **14-April-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per Month

Incentives : INR **12000**

Target: **280000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 December 2023**.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off(On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

(Candidate's Signature)

## ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 Coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

OL No: TN17223

Date : 18 November 2023

Dear **Yuktha Gowda**,

Our hiring team was positively excited to get to know you over the interview call. It is our pleasure to offer you a position with **TEACHNOOK** as an **Business Development Trainee**.

We believe you will be an excellent addition to our team and are very much looking forward to having you onboard.

The following confirms our arrangements regarding your employment with TEACHNOOK:

**Date of Joining : 5 December 2023**

Training Period : **5 December 2023 to 14-December-2023 - (Unpaid)**

OJT Start Date: **15-December-2023**

OJT End Date: **14-April-2024**

Location of Training: Bangalore

Stipend: INR **18000** Per Month

Incentives : INR **12000**

Target: **280000** INR per month.

Pre - Placement Offer :- **4 to 6 LPA (After Completion of Training)**

I have read and understood the terms and conditions and I accept this offer, as set forth above, with Teachnook, and will report on **5 December 2023**.

SIGNATURE: \_\_\_\_\_

(Candidate's Signature)

DATE: \_\_\_\_\_

## Training Policy

- Acceptance of this offer shows that you agree and are ready to perform the given responsibilities with due care and diligence; and in compliance with the management norms.
- The acceptance of this offer also shows your enthusiasm to work on a 9 hour shift from 11 am to 8pm (including breaks). You will be entitled to one day weekly off(On a weekday).
- During the training period you will receive all the benefits that are entitled for trainees.
- At any time if you wish to discontinue the training due to personal reasons , you will have to follow the company's resignation procedures.
  - Resignation procedure includes:- 1 month of notice period. In case, you won't be able to serve the notice period you would be required to pay a compensation equal to 1 month stipend and you can be relieved from the company.
- All your information will be safe and confidential with Teachnook. Similarly, all the information acquired during the course of your employment shall remain confidential and you shall refrain from using it for your own purpose or from disclosing it to any third party.
- Upon conclusion of your employment, you will immediately return all of its property, equipment and documents including electronically stored information.
- You will have to cooperate with and follow all policies and practices of Teachnook for both yours and Teachnook's development.
- Post successful completion of the Training tenure, you will be prone to exciting pre-placement offers from Teachnook.
- The stipend cycle will start along with your OJT.

Please indicate your acceptance of this offer by signing below.

We at Teachnook extend a warm welcome to you and look forward to a mutually beneficial experience.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_

## ANNEXURE

As a part of the joining process, you are requested to carry with you the following documents on the day of joining.

Photocopies of

- 1 coloured copy of Offer Letter.
- SSLC (X Std) Marks Card & 12th Marks Card.
- Degree / Diploma/ Highest qualification certificate along with marks card (any semester).
- 2 passport size photographs.
- PAN Card, Voter ID & Driving Licence Scanned Copy.
- Bank Account Details: Bank Name, Your Name as per Bank records, Account Number, IFSC Code.

Please bring the original documents either education certificates / mark sheets (10th or 12th) or Government issued ID Card (Driving Licence/ PAN Card) for verification.

SIGNATURE: \_\_\_\_\_  
(Candidate's Signature)

DATE: \_\_\_\_\_



UNITED BREWERIES LIMITED

Date: 22.12.23

BHOOMIKA .  
JABAGERE VILLAGE HUNSUR  
CHIKKADIGANAHALLI  
MYSORE 571610

## OFFER LETTER

Dear BHOOMIKA . ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose, divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
- 10. Payment of Salary:** In accordance with the usual practice of the Company, your salary will be paid by Bank Transfer/ Demand Draft on scheduled dates. You are advised not to disclose the terms of your employment to others and, in particular, to the employees of the Company and to our other subsidiary/ associated Companies. All problems relating to your emoluments should be referred to your functional head or the undersigned personally or by letter addressed either to your functional head or to the undersigned.
- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

You are expected to follow all rules and regulations in letter & spirit at all times. You shall not engage in any act which shall bring the disrepute to the organization (internally or externally) including (amongst others) theft, fraud or dishonesty in connection with the business or property; lodging knowingly false or vexatious complaint(s) against a colleague, company or superiors to any external agency or authority; willful suppression or concealing ethical violation or misconduct of an employee or supporting such violations; unauthorized possession of fire arm or any deadly or lethal weapon, causing a concern to the security; being under influence/ consumption of alcohol, possession of illegal drugs / intoxicants while at work or reporting to work being under the influence of alcohol or such drugs/ intoxicants including refusal to undergo a medical examination to ascertain the use alcohol/ drugs/ intoxicants etc."

- 15. Address for communication:** You will in writing advise the Chief Human Resources Officer the postal and Email address to which communications to you shall be sent, and any communication sent to you at such address shall be deemed to have been duly sent by us and received by you. All communications sent to such address by registered post (including speed post & other postal services introduced in future) shall be deemed to have been delivered to you within four days of posting or actual date of receipt whichever is earlier; and those sent by Email, within 4 hours of them being sent to the email ID last updated by you to the company. Your address for the purpose shall be as address advised last by you to us in writing. Currently the address registered with company for communication is address as detailed on the beginning of this document.

- 16. Date of Birth:** You have given 19.02.2001 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

By agreeing on these terms you also authorize Company and its representative(s) to authenticate the information provided in your resume and/or application for employment and to conduct enquiries as may be necessary, at the company's discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Company or its representative(s) and release all persons from any liability whatsoever on account of such disclosure.

- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**BHOOMIKA .**



## Annexure 1

Candidate Name: **BHOOMIKA .**Job Grade: **6**

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





UNITED BREWERIES LIMITED

- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**



UNITED BREWERIES LIMITED

Date: 22.12.23

MANISHA S  
# 347 A1 BLOCK  
VIJAYANAGAR 2ND STAGE  
MYSORE 570017

## OFFER LETTER

Dear MANISHA S ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose, divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
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- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

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- 15. Address for communication:** You will in writing advise the Chief Human Resources Officer the postal and Email address to which communications to you shall be sent, and any communication sent to you at such address shall be deemed to have been duly sent by us and received by you. All communications sent to such address by registered post (including speed post & other postal services introduced in future) shall be deemed to have been delivered to you within four days of posting or actual date of receipt whichever is earlier; and those sent by Email, within 4 hours of them being sent to the email ID last updated by you to the company. Your address for the purpose shall be as address advised last by you to us in writing. Currently the address registered with company for communication is address as detailed on the beginning of this document.

- 16. Date of Birth:** You have given 17.03.2000 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

By agreeing on these terms you also authorize Company and its representative(s) to authenticate the information provided in your resume and/or application for employment and to conduct enquiries as may be necessary, at the company's discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Company or its representative(s) and release all persons from any liability whatsoever on account of such disclosure.

- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**MANISHA S**



## Annexure 1

Candidate Name: **MANISHA S**Job Grade: **6**

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





UNITED BREWERIES LIMITED

- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**



UNITED BREWERIES LIMITED

Date: 22.12.2023

PRUTHVIGIRI LD  
KANDEGALAGRAMA  
PERIYAPATNA  
MYSORE 571107

## OFFER LETTER

Dear PRUTHVIGIRI LD ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose,divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
- 10. Payment of Salary:** In accordance with the usual practice of the Company, your salary will be paid by Bank Transfer/ Demand Draft on scheduled dates. You are advised not to disclose the terms of your employment to others and, in particular, to the employees of the Company and to our other subsidiary/ associated Companies. All problems relating to your emoluments should be referred to your functional head or the undersigned personally or by letter addressed either to your functional head or to the undersigned.
- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

You are expected to follow all rules and regulations in letter & spirit at all times. You shall not engage in any act which shall bring the disrepute to the organization (internally or externally) including (amongst others) theft, fraud or dishonesty in connection with the business or property; lodging knowingly false or vexatious complaint(s) against a colleague, company or superiors to any external agency or authority; willful suppression or concealing ethical violation or misconduct of an employee or supporting such violations; unauthorized possession of fire arm or any deadly or lethal weapon, causing a concern to the security; being under influence/ consumption of alcohol, possession of illegal drugs / intoxicants while at work or reporting to work being under the influence of alcohol or such drugs/ intoxicants including refusal to undergo a medical examination to ascertain the use alcohol/ drugs/ intoxicants etc."

- 15. Address for communication:** You will in writing advise the Chief Human Resources Officer the postal and Email address to which communications to you shall be sent, and any communication sent to you at such address shall be deemed to have been duly sent by us and received by you. All communications sent to such address by registered post (including speed post & other postal services introduced in future) shall be deemed to have been delivered to you within four days of posting or actual date of receipt whichever is earlier; and those sent by Email, within 4 hours of them being sent to the email ID last updated by you to the company. Your address for the purpose shall be as address advised last by you to us in writing. Currently the address registered with company for communication is address as detailed on the beginning of this document.

- 16. Date of Birth:** You have given 05.05.01 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

By agreeing on these terms you also authorize Company and its representative(s) to authenticate the information provided in your resume and/or application for employment and to conduct enquiries as may be necessary, at the company's discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Company or its representative(s) and release all persons from any liability whatsoever on account of such disclosure.

- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**PRUTHVIGIRI LD**



## Annexure 1

Candidate Name: PRUTHVIGIRI

Job Grade: 6

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





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- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**



UNITED BREWERIES LIMITED

Date: 22.12.23

PUNYA B  
HANAGALA HOBLI MANGALA  
GUNDLUPETE  
CHAMRAJANAGAR 26

## OFFER LETTER

Dear PUNYA B ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose, divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
- 10. Payment of Salary:** In accordance with the usual practice of the Company, your salary will be paid by Bank Transfer/ Demand Draft on scheduled dates. You are advised not to disclose the terms of your employment to others and, in particular, to the employees of the Company and to our other subsidiary/ associated Companies. All problems relating to your emoluments should be referred to your functional head or the undersigned personally or by letter addressed either to your functional head or to the undersigned.
- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

You are expected to follow all rules and regulations in letter & spirit at all times. You shall not engage in any act which shall bring the disrepute to the organization (internally or externally) including (amongst others) theft, fraud or dishonesty in connection with the business or property; lodging knowingly false or vexatious complaint(s) against a colleague, company or superiors to any external agency or authority; willful suppression or concealing ethical violation or misconduct of an employee or supporting such violations; unauthorized possession of fire arm or any deadly or lethal weapon, causing a concern to the security; being under influence/ consumption of alcohol, possession of illegal drugs / intoxicants while at work or reporting to work being under the influence of alcohol or such drugs/ intoxicants including refusal to undergo a medical examination to ascertain the use alcohol/ drugs/ intoxicants etc."

- 15. Address for communication:** You will in writing advise the Chief Human Resources Officer the postal and Email address to which communications to you shall be sent, and any communication sent to you at such address shall be deemed to have been duly sent by us and received by you. All communications sent to such address by registered post (including speed post & other postal services introduced in future) shall be deemed to have been delivered to you within four days of posting or actual date of receipt whichever is earlier; and those sent by Email, within 4 hours of them being sent to the email ID last updated by you to the company. Your address for the purpose shall be as address advised last by you to us in writing. Currently the address registered with company for communication is address as detailed on the beginning of this document.

- 16. Date of Birth:** You have given 05.06.1998 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

By agreeing on these terms you also authorize Company and its representative(s) to authenticate the information provided in your resume and/or application for employment and to conduct enquiries as may be necessary, at the company's discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Company or its representative(s) and release all persons from any liability whatsoever on account of such disclosure.

- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**PUNYA B**



## Annexure 1

Candidate Name: PUNYA B

Job Grade: 6

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





UNITED BREWERIES LIMITED

- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**



UNITED BREWERIES LIMITED

Date: 22.12.23

SUSHMA P  
LINGAYANTRI BEEDI YELANDURU  
KOMARENUPURA  
CHAMARAJANAGAR 41

## OFFER LETTER

Dear SUSHMA P ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose,divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
- 10. Payment of Salary:** In accordance with the usual practice of the Company, your salary will be paid by Bank Transfer/ Demand Draft on scheduled dates. You are advised not to disclose the terms of your employment to others and, in particular, to the employees of the Company and to our other subsidiary/ associated Companies. All problems relating to your emoluments should be referred to your functional head or the undersigned personally or by letter addressed either to your functional head or to the undersigned.
- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

You are expected to follow all rules and regulations in letter & spirit at all times. You shall not engage in any act which shall bring the disrepute to the organization (internally or externally) including (amongst others) theft, fraud or dishonesty in connection with the business or property; lodging knowingly false or vexatious complaint(s) against a colleague, company or superiors to any external agency or authority; willful suppression or concealing ethical violation or misconduct of an employee or supporting such violations; unauthorized possession of fire arm or any deadly or lethal weapon, causing a concern to the security; being under influence/ consumption of alcohol, possession of illegal drugs / intoxicants while at work or reporting to work being under the influence of alcohol or such drugs/ intoxicants including refusal to undergo a medical examination to ascertain the use alcohol/ drugs/ intoxicants etc."

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- 16. Date of Birth:** You have given 12.11.1999 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

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- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**SUSHMA P**



## Annexure 1

Candidate Name: SUSHMA P

Job Grade: 6

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





UNITED BREWERIES LIMITED

- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**



UNITED BREWERIES LIMITED

Date: 22.12.23

VK DEEPA  
1ST WARD HAVINAHAL  
VEERAPURA  
BELLARY 583113

## OFFER LETTER

Dear VK DEEPA ,

We are pleased to offer you to join **United Breweries Limited** as PROCESS ASSOCIATE in Job Grade 6 on the following terms and conditions:

This offer is contingent upon you joining us on or before 01.01.2024 as agreed. Your date of joining in the Company's record shall be based on joining report signed by you at the time of joining.

**1. Place of Work:** You will be initially posted at CHAMUNDI.

Your duties may be varied from time to time and your services are liable to be transferred either temporarily or permanently, to any place of duty or section/ department/ division, plants, branch offices, head offices in India or abroad, subsidiary/ associate or affiliated companies currently existing or which may be acquired in future, at the entire discretion of the company.

In the event of a transfer, you would be governed by the terms and conditions applicable to your category of employees at the place of transfer unless otherwise specified in writing. Refusal or inability on your part to obey an order of transfer will render your employment with the Company liable to summarily termination without any notice or payment of compensation in lieu thereof.

**2. Responsibility and Accountability:** You will be briefed about these separately upon your joining. You maybe required to work in shifts and/ or in extended working hours as permitted by law, depending upon the business requirements/ exigencies from time to time. Company expects you to perform with high standard of efficiency and economy at all times.

**3. Salary:** In return for your services and commitment, you will receive a basic salary of Rs. 180,000.00 /- per annum(ONE LAKH EIGHTY THOUSAND Rupees only).

**3.1** Details of your other perquisites and benefits are as mentioned in the **Annexure 1** of this letter.

**3.2** The annual review will be as per the Company policy. Increments are linked to performance, will be at the sole discretion of the Management.

**4. Age of retirement:** Please note that unless your services come to an end on account of resignation, termination or dismissal, you will retire on completion of 58 years of age (end of the calendar month of your 58th birthday) as per the proof of age/ date of birth submitted by you at the time of joining.

**5. Medical Fitness:** This offer of employment and your continuation in employment will be subject to your being found medically fit ( physically and mentally ) for the job by the medical consultant of the Company's choice. You shall undergo a medical examination by the medical consultant of the Company's choice as & when advised to do so by the Company.





If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by the Company, you shall be deemed to have voluntarily resigned from employment of the company with effect from the date the doctor appointed by the company us declares you medically unfit or you fail to physically present yourself before the doctor appointed by company us for carrying out such medical examination.

6. **No Simultaneous Employment:** You are expected to devote your whole time, attention and ability to the affairs of the company. Therefore, you are, under any circumstances, not permitted to undertake any other employment either whole time or part-time, business, assume any public or private office, honorary or remunerative, or associate with any firm or persons as Advisor, Director, Partner, whether paid or not for your services without the prior written permission of Company.

In case this condition is contravened, you shall be deemed to have voluntarily resigned from our employment with effect from the day our communication in this regard is delivered to you by post or via an Email.

7. **Secrecy as to the affairs of the Company:** You shall not during the term of your employment with the Company or at any time thereafter, disclose to any other Company, firm, institution or person any of the secrets, business or affairs of the Company, nor shall you, without the previous consent of the Company at any time during the currency of this publish any book, booklet, brochure or pamphlet, or contribute any article to any newspaper or other publication whether for remuneration/ otherwise, relating to the affairs of the Company or to your work in the Company. You shall not talk about company's work to anypress/ media (including social media) without company's prior permission in writing.

Further you shall not, without prior permission in writing and unless it is a part of your day to day work, take any papers, books, drawings, photographs, instruments, computer software material, documents or any other property of the Company out of the work premises, nor shall you in any way at any time/s disclose,divulge or make public any information or matter concerning the processes, packaging, analytical methods accounts transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

8. **Confidentiality:** To protect the intellectual property rights and business information of Company and its clients, you shall treat all affairs of the company strictly confidential and not disclose to anyone, unless on legal obligation and specifically authorized/ consented by the Board of Directors, even after leaving the employment of the Company. You shall take all reasonable care so as to ensure that the confidential information (whether confided to you or becomes known to you in the course of your employment or otherwise) does not fall into the hands of third parties or is not put to unauthorized use. Failure to do so can result in termination.

"Confidential Information" shall mean confidential or any and all proprietary information of the Company includes information on inventions, innovations, works or Intellectual Property and any idea, trade secret, customer databases and other databases, information about performance of the Company or its services, and any research and development activities, process, techniques or documentation associated therewith. All Confidential Information shall remain the sole and absolute property of the Company or the Company's customers, vendors, prospective or existing or Affiliates or partners as may be applicable.

You shall not for a period of 1 year from the date of your resignation/ retirement or leaving the services of the Company for any reason whatsoever, join any other Organization having similar interests or manufacturing activities or in a manner as would affect our business interest whether by way of your taking up employment, advisor ship or retainer-ship of any manner, whether for consideration or otherwise, or be connected directly or indirectly with any business wherein information made available to you by us (The UBL and or its associate companies) during the course of your employment or acquired by you arising out of your having access to the data shall be utilized or used in any manner whatsoever.



- 9. Discovery of secret process or invention:** Any discovery or invention or secret process or improvement in procedure made or discovered by you while in the service of the Company (in connection with or in any way affecting or relating to the business of the Company or capable of being used or adapted for use there or in connection therewith) shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company. All patents and rights secured in the course of your work shall be in the name of the Company and shall belong to, and be the absolute property of the Company and you shall have no right, title or interest in the same. You shall not under any circumstances be entitled to use the same for any purpose other than that of the business of the Company and with the specific authorization from the Company. You shall also ensure that you will not use any Confidential Information or Intellectual Property that the Company is otherwise not entitled to use.
- 10. Payment of Salary:** In accordance with the usual practice of the Company, your salary will be paid by Bank Transfer/ Demand Draft on scheduled dates. You are advised not to disclose the terms of your employment to others and, in particular, to the employees of the Company and to our other subsidiary/ associated Companies. All problems relating to your emoluments should be referred to your functional head or the undersigned personally or by letter addressed either to your functional head or to the undersigned.
- 11. Probation Period:** You shall be on probation for a period of six months from the date of joining and the said period may, at our discretion, be extended up to a period (excluding any days of unauthorized absence) not exceeding nine months in the aggregate in any case. If and when we decide to confirm you, we shall advise you in writing. During the period of probation, your services can be terminated at any time by giving one month's notice in writing without assigning any reason thereof. Similarly, you may, terminate your employment as a probationer by giving us one month's written notice.
- 12. Termination and Notice Period:** On successful completion of your probation period, either you or Company can terminate the appointment by giving 1 month written notice or 1 month basic salary in lieu of the notice (without assigning any reason thereof). Company reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period instead of accepting the payment in lieu of notice period. No notice or payment in lieu thereof shall be payable by Company when the employment is discontinued/ terminated on account of any misconduct, or performance failures, non-compliance to ethical practice standards etc.

Further, the Company reserves to itself the absolute right of terminating this agreement forthwith without any notice or payment in lieu thereof as stipulated above in the event of performance failures, non-compliance to ethical practice standards, any misconduct etc. on your part or breach of your terms of employment.

If any Privilege Leave is due to you at the time of termination under this Clause, you will be paid proportionate basic salary in lieu of such leave. It is to be noted that it is neither mandatory nor binding upon the Company to adjust accumulated Privilege Leave against the required notice period stipulated above in the event of a request from you to that effect and the same shall be at the sole discretion of the Company.

Employment can also be terminated by the Company in cases of: -

- a) violation of Code of Business Conduct or violation of any other policy of the Company.
- b) if found to be involved in any criminal activities, anti-social or anti national activities, harassment including sexual harassment, bribery, corruption, activities involving moral turpitude, violation of law.



- 13. Handing over charge of Company's property on termination of employment:** Upon separation for any reason, you are bound to comply with company's separation procedures. You shall be bound at the termination of this Agreement, however terminated, to return to the Company all movable and immovable property, equipment, correspondences, documents in paper or electronic form, and any other material whatsoever that belongs to the Company, its Affiliates, partners, clients or vendors, and is in your possession, including Company leased/ rented/ owned accommodation, if any.

If you are provided with a Company leased/ rented/ owned accommodation under the terms of this contract or when such an accommodation is provided to you by the Company, you will reside in such accommodation as a permitted user. Such permitted usage will not confer upon you any right as a tenant or a licensee which is directly linked to your employment in the Company. As such, the moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over vacant possession of such accommodation to the Company.

In the event of your failure to return to the Company any of its property/ assets or accommodation referred above, you would be deemed to have committed the offense of criminal breach of trust and the Company shall be free to proceed against you in an appropriate forum, besides, claiming liquidated damages for withholding Company property/ assets/ accommodation in an unauthorized and illegal manner.

- 14. Discipline:** During your employment with us, you shall be subject to policies, rules and regulations practices, processes and procedures of Company, as made and notified by the Company from time to time at its discretion and shall be applicable to you at all times, whether they are individually notified to you or not. You should acquaint yourself with such policies, rules and regulations practices, processes & procedures and revisions thereto and adhere the terms and conditions contained herein.

You are expected to follow all rules and regulations in letter & spirit at all times. You shall not engage in any act which shall bring the disrepute to the organization (internally or externally) including (amongst others) theft, fraud or dishonesty in connection with the business or property; lodging knowingly false or vexatious complaint(s) against a colleague, company or superiors to any external agency or authority; willful suppression or concealing ethical violation or misconduct of an employee or supporting such violations; unauthorized possession of fire arm or any deadly or lethal weapon, causing a concern to the security; being under influence/ consumption of alcohol, possession of illegal drugs / intoxicants while at work or reporting to work being under the influence of alcohol or such drugs/ intoxicants including refusal to undergo a medical examination to ascertain the use alcohol/ drugs/ intoxicants etc."

- 15. Address for communication:** You will in writing advise the Chief Human Resources Officer the postal and Email address to which communications to you shall be sent, and any communication sent to you at such address shall be deemed to have been duly sent by us and received by you. All communications sent to such address by registered post (including speed post & other postal services introduced in future) shall be deemed to have been delivered to you within four days of posting or actual date of receipt whichever is earlier; and those sent by Email, within 4 hours of them being sent to the email ID last updated by you to the company. Your address for the purpose shall be as address advised last by you to us in writing. Currently the address registered with company for communication is address as detailed on the beginning of this document.

- 16. Date of Birth:** You have given 26.10.2000 as your date of birth. The information given by you in this respect has been entered in our records, and it cannot be altered at your option hereafter. It will be the sole evidence of your age in relation to all matters pertaining to your service.



For this purpose, you are required to produce the original Aadhar Card/ Passport/ Driving License/ PAN Card/ school leaving certificate or a certificate from the registrar of births and deaths, certifying your date of birth, (as the case may be) , together with a photocopy, simultaneously, with this offer of employment. The original certificates shall be returned, while the photocopy duly attested by you shall be retained for Company's records.

- 17. Verification Check:** You are appointed on the basis of the representation made or facts disclosed in your application for appointment considering it to be authentic and comprehensive. If at any time it is found that you had, at the time of appointment, given false/ understated/ suppressed information regarding your name, age, parentage, qualification, previous experience, state of health or any other personal information, knowing it to be false, or had knowingly suppressed/ understated any such information, that shall render this contract of employment null and void and your employment shall come to an end with immediate effect from the time these come to light, without any notice or payment in lieu thereof.

Your association with Company and its continuation will be subject to a satisfactory background check report. If the background check reveals unfavorable results, your appointment will be liable to termination of service without notice or compensation in lieu thereof. Your appointment is also subject to satisfactory clearance from any secrecy/ service agreements that you may have executed, which could have a bearing on your working with us.

By agreeing on these terms you also authorize Company and its representative(s) to authenticate the information provided in your resume and/or application for employment and to conduct enquiries as may be necessary, at the company's discretion. You also authorize all persons who may have information relevant to this enquiry to disclose it to Company or its representative(s) and release all persons from any liability whatsoever on account of such disclosure.

- 18. No Solicitation:** During your period of employment with Company and for a period of one year thereafter, you shall not directly or indirectly solicit any employee of Company and its Associate companies to terminate his/ her employment with Company or to accept any other employment.
- 19. Level of Authority:** No authority is vested upon you both to make any financial commitment and enter into agreements/ contracts/ understandings of any nature with any second party and third party without seeking the prior permission/ approval of the management. Any violation to exceed your specified authority shall be viewed seriously and appropriate disciplinary/ legal action shall be taken against you.
- 20.** Please note that the terms and conditions and other stipulations covered under this contract of employment and the annexure attached herewith, shall form the sole basis of the relationship between you and the Company and no other promises, assurances/ indications of any kind, shall form part of this contract of employment, unless the same is specified in writing to that effect. In accordance with the standard practice of the company, it is expected that you shall treat the terms of your appointment as strictly confidential and shall not share with others including Company employees. You also certify that there is no criminal offence or disciplinary case is registered/ pending against you. You shall also submit all past experience letters / certificates, last drawn pay slip and proof of incentive drawn, along with formal release letter from your previous employer, if applicable.
- 21. Joining Expenses:** Subject to the company policy and management approval you will be entitled to certain relocation support benefits as applicable to your grade. In case you resign from the services of the organization within one year of your joining, all expenses incurred and reimbursed to you at the time of joining, with respect to your settling down at the work location will be recovered from full and final settlement of your dues. Such expenses could be towards Airfare, Hotel Stay, Relocation/ Transportation of Goods etc.



UNITED BREWERIES LIMITED

If the terms and conditions mentioned above are acceptable to you in its entirety, you are requested to signify your acceptance of the same by returning the duplicate copy of this letter duly signed by you, either at the time of receiving this letter personally from us or within 3 days therefrom, after which, this offer of appointment will be treated as cancelled.

Sincerely,

**Kavita Singh**  
Chief Human Resources Officer

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**VK DEEPA**



## Annexure 1

Candidate Name: VK DEEPA

Job Grade: 6

Effective the date of your joining, you will be eligible to the following remuneration/perquisites, subject to applicable tax laws:

Component	Monthly Amount	Annual Amount
Basic	15,000.00	180,000.00
House Rent Allowance(HRA)	7,500.00	90,000.00
Personal Allowance	13,728.50	164,742.00
<b>A) Fixed pay w/o retirals</b>	<b>36,228.50</b>	<b>434,742.00</b>
<b>Retirals</b>		
Employer PF contribution	1,800.00	21,600.00
Gratuity	721.50	8,658.00
<b>B) Retirals</b>	<b>2,521.50</b>	<b>30,258.00</b>
<b>C) Total Fixed Pay with retirals (A+B)</b>	<b>38,750.00</b>	<b>465,000.00</b>
<b>D) Annual Target Short Term Incentive</b>	<b>2,916.67</b>	<b>35,000.00</b>
<b>E) Total CTC(C+D)</b>	<b>41,666.67</b>	<b>500,000.00</b>

- 1. Short Term Incentive (STI):** The actual pay-out will depend on the individual and Company performance and will be done upon completion of the appraisal cycle.
- 2. Gratuity and Provident Fund:** Gratuity payment and contributions to Provident Fund will be in accordance with the rules of the Company and also as per rules of the respective funds.
- 3. Accident Insurance:** The Group Personal Accident Insurance Scheme will cover you for a capital sum of Rs.200000/- on 24 -hour basis. As such, in the event of an accident resulting in partial/ total disability or death, arising out of or during the course of your employment, you &/or your legal heirs, representatives, assign shall not be entitled to claim compensation under any law in force for the time being or as maybe enacted in future by the Central or the State Government.
- 4. Group Term Life:** The Group Term Life Insurance scheme will cover your life for a capital sum of Rs.1500000/- minimum and 2 times of CTC maximum.
- 5. Group Mediclaim Policy:** The Group Mediclaim Policy Scheme will cover you and your economical dependents on a floater basis of Rs.200000/- per annum.
- 6. Leave Entitlement:** Your entitlement of leave will be as under:
  - a) Paid Holiday:** You will be eligible to such paid holidays during the calendar year, as declared by the Management at its total discretion. The schedule of paid holidays shall include the National Holidays every year irrespective of the day of the week on which they fall.





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- b) Privilege Leave:** 30 days for each completed year of service, accumulable up to a maximum of 90 days.  
Any PL in excess of 90 days will automatically lapse at the end of year. However, a maximum of only 15 days of PL (from the current calendar year's entitlement of 30 days) can be carried forward to the the next year. If unused PL are in excess of 15 days, they will lapse.
- c) Sick Leave:** 10 days per calendar year at the discretion of the Management. No accumulation is allowed.
- d) Casual Leave:** 7 days per calendar year at the discretion of the Management. No accumulation is allowed.
- e)** If you remain absent from work without intimation and permission for a continuous period of 15 working days or more, you shall be deemed to have terminated by way of resignation, your employment with us, with effect from the day you complete 15 working days of such absence.

- 7. Tax Liability:** The taxability of various allowances or reimbursements mentioned above is to be considered in the light of the tax laws prevailing at the relevant time. In case any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.

Administration of all perquisites will be from 1st April to 31st March. It is clarified that the Management may at its absolute discretion withdraw any, or a combination, or all the allowances/reimbursements without any notice to you.

Further, any payment to which you may be entitled at any given point of time which, by nature, is related to your place/ country of posting, shall stand withdrawn automatically upon your transfer to any other place/ country.

- 8.** Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance with the rules/ policies of the Company as may be in operation at this point in time or as amended/ introduced/ promulgated from time to time.

Sincerely,

**Kavita Singh**  
**Chief Human Resources Officer**