

Offer Letter

11th Jan, 2021

Mr. Himanshu Jaiswal,

Subject: Letter of Appointment

Dear Himanshu Jaiswal,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully


Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned


HIMANSHU JAISWAL

Offer Letter

11th Jan, 2021

Ms. Shreya Gautam,

Subject: Letter of Appointment

Dear Shreya Gautam,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

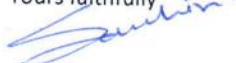
The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

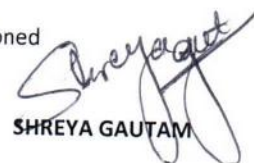
Thanking you,

Yours faithfully



Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned


SHREYA GAUTAM

Offer Letter

11th Jan, 2021

Mr. Suraj Tripathi

Subject: Letter of Appointment

Dear Suraj Tripathi,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

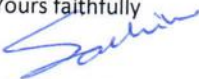
The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully


Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned


SURAJ TRIPATHI



Date: 14, March 2021

Dear Mr. Vijay Patel,

Greetings from Cryoviva!!!

Further, in reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "**Trainee Sales**" at Jalandhar located on the mutually agreed terms and conditions of employment with the Organization and salary will be offered 2,40,000/-per annum.

You are required to join Cryoviva Biotech at Jalandhar on March 19, 2021.

You will be provided a detailed appointment letter after the completion of your joining formalities.

As a process, we need the following documents at the me of your joining:

- Updated CV
- Appointment Letter of your previous employer
- Last 3 months Pay Slips
- Resignation Mail / Relieving Letter
- Aadhar Card (2 copy) · PAN Card (2 copy)
- Qualification on Proof (10th, 12th & Graduation Mark sheets & Certificates)
- Bank Account - Cancelled cheque / Bank Account Pass Book
- 4 Passport size photo

You are requested to revert with your acceptance within 24 hours along with the resignation from your current company.

We are looking forward to welcoming you to our team.

Thanks & Regards,

Saahil Naidu

Assistant Manager - HR

Mobile —+91-8860633412 Email — psaahil.naidu@cryoviva.in

Offer Letter

11th Jan, 2021

Mr. Ayush Pathak,

Subject: Letter of Appointment

Dear Ayush Pathak,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully


Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned.


AYUSH PATHAK



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

20-July-2021

Abhijeet Tiwari,
225 Cantt Kanpur Uttar Pradesh
208004 India

LETTER OF INTENT

Dear Abhijeet,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "Associate " Your salary will be **2,40,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "27-July-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.

7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IIPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora

Manager- HR



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

20-July-2021

Garima Yadav
462 faithful ganj cantt kanpur
kanpur uttar pradesh 208004
india

LETTER OF INTENT

Dear Garima,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "Associate " Your salary will be **2,40,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "27-July-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C-25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.

7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309

Tel: +91 0120 462 6000

CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Parul", written over a horizontal line.

Parul Arora

Manager- HR

Date: 18 Sep 2021

Mr Yatendra Singh

Location: Kanpur

Employee ID: V5198412

Dear Mr Yatendra Singh

Letter of Appointment at V5 Global Services Pvt. Ltd.

We are pleased to appoint you at the position of **Sales Associate** at V5 Global Services Pvt. Ltd. You have been exclusively hired for our client project and shall be deputed at our client's project site at **Kanpur**. You shall be governed by the policies, rules, processes, handbooks, and regulations of the Company as applicable and amended or altered from time to time during the course of your employment (the "Company Policies"). As we belong to a dynamic and evolving industry, future growth and expansion of the company entails that reporting relationships are liable to change in the future.

1) Compensation & Duration

The company reserves the right to revise your work profile and/ or your salary structure, as per company policy or any change in the company's operational strategy from time to time or in case the profile becomes redundant for the company or in case of any non-achievement of targets as assigned to you by the company.

Your monthly compensation would be Rs INR **15888**, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions.

As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **20 Sep 2021 to 20 Sep 2022**. If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between V5 Global Services Private Limited (V5 Global) and **Dealskart** for which your services have been engaged.

2) Probation Period

You will be on probation for an initial period of 6 months from the date of your joining. Thereafter, your employment may be confirmed, or probation period may be extended by the Company in its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of 6 months, shall be deemed as a confirmation of your employment, to be governed by the terms herein.

During the period of probation, either party is liable to terminate the services by giving notice of such intent for a period of 1 month or pay proportionate Basic Salary (excluding variable) in lieu of any notice to the Company. The Company in this event will not be liable to pay any amount for the remaining probation period, if any. Further in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment with immediate effect without notice.

3) Professional Commitment

Employees is required to comply with Company Policies, which shall be simultaneously communicated to you upon your joining of the company through our internal HR portal HR-One (<https://portal.zinghr.com/>). You are expected to

read, understand, and keep yourself apprised of the same and also the changes/amendments from time to time. In case of any questions in respect of the Company Policies, you may reach out to the HR team for clarifications.

4) Conflict of Interest

- a) During your employment, you will not engage in any activity or investment that:
 - i) conflicts with the Company's business interests,
 - ii) occupies your attention so as to interfere with the proper and efficient performance of your duties and obligations towards the Company, or
 - iii) interferes with the independent exercise of your judgment in the Company's best interests.
- b) You will devote your entire time to the work of the Company and will not undertake any direct / indirect (including as an employee, independent contractor, consultant, principal, agent, director, joint venture party, partner, trustee, beneficiary etc.) business or work, honorary or remuneratory except with the written permission of the Company in each case.
- c) During your employment and for a period of 12 months from the cessation of your appointment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause), you will not solicit, induce or encourage:
 - i) any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - ii) any existing investor to become associated with or perform services of any type for any third party.

5) Non-Solicitation of Clients and Employees; Non-compete

- a) You agree that you will not at any time during your employment with the Company and the Restraint Period (i.e., the period of 12 months from the date of termination of your employment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause)):
 - i) either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavor to entice from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or employees or customers of the Company, or had a relationship with the Company.
 - ii) either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavor to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employment or was an employee of the Company at any time during the Restraint Period.
 - iii) Counsel, induce, interfere, or otherwise assist any person to do any of the acts referred to in sub-paragraphs (i) and (ii) of this clause.
- b) You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and / or third party outsourced and / or in-sourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the date of termination of employment with the Company.
- c) You agree that the restrictions set out above are reasonable & valid, and all defenses to the strict enforcement of this covenant by the Company are waived by you.

V5 GLOBAL SERVICES PRIVATE LIMITED.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

6) Copyright

Any and all copyrightable works prepared by you within the scope of your employment by the Company will be works made for hire, that the Company will own all rights under copyright in and to such works, and that the Company will be considered the author of all such works. If and to the extent that any applicable jurisdiction should fail to deem any copyrightable work prepared by you within the scope of your employment by the Company to be a work made for hire owned by the Company, you hereby irrevocably assign to the Company all rights, title and interest in and to such work to the extent permissible under applicable laws.

7) New Inventions

You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively "Inventions") that you solely or jointly (with the Company) may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant, and you hereby grant, transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive any claim towards the Company of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.

Notice: Your obligation to assign rights shall not apply to any Invention that:

- a) Was developed entirely on your own time without using any equipment, supplies, facilities, or trade secret information of the Company.
- b) Does not relate:
 - i) Directly to the business of the Company or
 - ii) To the actual or demonstrably anticipated research or development of the Company; or
 - iii) Does not result from any work performed by you for the Company.
- c) You will assign to the Company or its designee all your rights, title and interest in and to any and all Inventions, full title to which may be required to lie in the India government by law or by any contract between the Company and the Indian government (or any of its agencies). It is clarified that unless expressly required by law, the Company is not required to designate you as an author of any design, computer program, process or related documentation, or other work of authorship assigned, nor it is obligated to seek your consent for any modifications here to or for any other acts in relation thereto. You accordingly waive any and all rights to authorship, including but not limited to any rights to identification of or claiming authorship of the aforementioned works, and all rights of approval of or limitations or modifications to the same and all rights to restrain or claim damages in respect of any distortion, mutilation, modification or other acts in relation to the aforementioned works of authorship.

8) Excluded and Licensed Inventions

You must list and describe all Inventions that you are currently developing and all Inventions belonging to you and made by you prior to your employment with the Company that you wish to have those excluded from this Agreement.

If no such list is provided, you represent that there are no such Inventions. As to any Invention in which you have an interest at any time prior to or during your employment, if you use or incorporate such an Invention in any released or unreleased Company product, service, program, process, machine, development or work in progress, or if you permit the Company to use or incorporate such an Invention, the Company is hereby granted and shall have an exclusive, irrevocable, perpetual, royalty-free, worldwide license to exercise any and all rights with respect to such Invention, including without limitation the right to protect, make, have made, use and sell that Invention without restriction and the right to sublicense those rights to others.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

9) Documentation of Intellectual Property Rights

To the extent permissible under applicable laws, you agree to execute, acknowledge, verify and deliver to the Company, or cause the same to be accomplished, any and all further documents required under applicable laws (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that the Company may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. If for any reason whatsoever you fail to execute, acknowledge, verify or deliver any such document reasonably requested by the Company, you hereby irrevocably appoint the Company and its duly authorized officers and agents as your agent and attorney in fact, to act in your stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by you. In furtherance of this Agreement, you will testify at the Company's request and expense in any legal proceeding arising during or after your employment.

10) Leave Entitlement

Your leave entitlement shall be as per the Company Policies formulated from time to time. Absence for a continuous period of seven days without prior approval of your superior (including overstay of leave / training), would automatically terminate your services without any notice or intimation unless the Company communicates in writing to the contrary.

11) Working Days

The Company works on a 24*7 environment and hence you may have rotational shifts depending on your role, and in accordance with applicable laws.

12) Relocation

The Company may transfer you for work at any of the Company's other offices or its affiliates' offices, existing or to be opened in future, as it may deem necessary.

13) Role & Responsibility

The Company may change your role & responsibility for work, at its discretion as it may consider necessary from time to time and in accordance with relevant Company Policy.

14) Termination & Notice Period

- a) Your employment will also be governed by Company Policies applicable from time to time. The Company reserves the right to terminate your employment without cause with a notice of 30 days or by paying proportionate Basic Salary (excluding variable) in lieu of any short notice.
- b) Your employment /Services can be terminated forthwith (for cause) in the event of misconduct (which includes but is not limited to non-adherence of or breach of this Agreement & Company Policies, indiscipline, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.)
- c) If you wish to terminate your employment with the Company, you shall be required to serve minimum of 30 days' notice or pay proportionate Basic Salary (excluding variable) in lieu of any short notice to the Company. The Company in this event will not be liable to pay any amount for the remaining notice period.
- d) On termination of employment you shall immediately:
 - i) Deliver to the Company or as may be directed, all Confidential Information; and
 - ii) Return to the Company all equipment, security keys, and other property belonging to the Company.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

- e) The Company reserves its right to place you under suspension in case any act of commission or omission constituting misconduct or misdemeanor, any act subverting discipline or violating Company Policies or detrimental to the reputation or goodwill of the Company or prejudicial to the business, interests of the Company, etc., is alleged against you or is committed by you. In case of suspension you will be bound by the terms and conditions as contained in the letter of suspension including direction to mark your attendance at the directed place at the allotted time. During the suspension period you would be entitled to the subsistence allowance at the rate of 50% of the monthly Basic Salary, if otherwise not governed or regulated by any other applicable legal requirement.

15) Confidentiality & Non-Disclosure

During your employment you will have access to confidential information relating to Company, shareholder, related and affiliated entities and client (collectively "Confidential Information"). Confidential Information shall include any confidential and proprietary information concerning or relating to the Company or the business of the Company, including but not limited to trade secrets, secret formulae, computer hardware, software programs and designs, databases, sensitive information regarding the Company, its shareholders, related parties, affiliated entities, vendors, employees and clients of the Company, specifications, financial and accounting information, customer and supplier details, correspondence, negotiations and / or contracts with customers and suppliers, market research or other reports pertaining to the Company, performance data, business plan and marketing strategies of the Company & research and development plans and expenditure, research databases and any other information or material that the Company in the future may indicate as confidential, or which may be prima facie confidential.

- a) During your employment and at all times thereafter, you will neither disclose to anyone outside the Company nor use for any purpose other than your work for the Company any Confidential Information.
- b) You will not disclose Confidential Information to other Company employees except on a "need-to-know" basis.
- c) If you have any questions as to what comprises such Confidential Information or to whom if anyone it may be disclosed, you will consult your manager immediately.

16) Company Property

- a) You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, custody, care, or charge. For the loss or damage of any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the actual damages of all such material from you and to take such action as it deems proper in the event of your failure to account for such damages to material or property to its satisfaction.
- b) You acknowledge and agree that you will have no ownership or interest in materials, data or information stored on or transmitted using the Company owned or the Company leased property or equipment, all of which shall be subject to access by the Company at any time without notice. When your employment by the Company ends or expires, you will immediately return to the Company all documents, notes, manuals, specifications, designs, pictures, devices, code, email, documents, CDs and tapes created during or related to your employment with the Company, as well as any other material in any form or media containing any Confidential Information. You will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to the Company.

17) General

- a) You are appointed on the basis of your educational qualification, background, certification, and prior experience mentioned by you in your application / personal information form/resume and contingent on us receiving a positive reference check from your previous employers. In case the facts mentioned by you in your application and during the course of your interview are found to be incorrect and unsatisfactory, it will result in termination of your appointment without any notice or salary in lieu thereof;.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

- b) This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference, the background verification and successful completion of training done by the Company.
- c) You will inform in writing to the Company any change of address or details impacting statutory benefits within a week from the change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served to you;.
- d) The designation assigned to you may be revised depending upon work assignments/responsibilities being undertaken from time to time or as per Company's structural changes.
- e) You will comply, and do all things that may be necessary for the Company to comply, with the laws and regulations of the central government and all the state governments under which the Company does business, and with provisions of contracts between any such governments and the Company that relate to intellectual property.
- f) This Agreement is governed by and subject to Indian laws. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in New Delhi. You will be liable to the Company for violation of terms of this Agreement, as per applicable laws.
- g) The terms of this Agreement detailed above are strictly confidential and should be treated as privileged information between you and the Company.
- h) In the event any clause or part thereof of this agreement is held to be unenforceable or invalid then said clause or part shall be severed and struck off and all remaining provisions shall remain in full force and effect.
- i) You acknowledge that the Company has provided you with a reasonable opportunity to review this Agreement and you accept & acknowledge that you understand the terms and conditions mentioned above.
- j) As a part of your role, you shall assist in the sales of the business. You shall be accountable to keep the store upkeep and hygiene, manage inventory/ stock count and adhere to all the company SOPs and policies, as amended from time to time.
- k) You shall be accountable for, and shall accept, any deduction towards inventory shortage identified in the store.
- l) Your location/ city/ region of work is subject to change as per the business expansion plans/ strategies of the company from time to time, to which you shall have no objection.
- m) You confirm that you have 24x7 uninterrupted access to high speed internet connection to attend all your virtual training/ calls/ meetings pertaining to the company's business/ operations.
- n) You are aware of your training plans, remuneration and allowances. You also confirm your clear understanding of the criteria of clearing/ passing the training and the consequences of not clearing/ passing the training.
- o) If you have managed to complete the entire program but have not been able to successfully clear the assessment, you will only be paid the training allowance and no other entitlements will be applicable.
- p) For the avoidance of doubt, any person who abandons the training program or does not report for any reason whatsoever shall not be entitled to any allowances or reimbursements whatsoever.
- q) During your training assessment period there will be no notice period clause applicable
- r) You confirm your clear understanding of the compensation breakup and accept the same.
- s) You shall not apply for any leaves during your training period and you shall not apply for leaves for a continuous period of more than 2 days within the first 90 days of your joining the company except in case of medical emergency which shall be supported by a medical practitioner's prescription.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

We look forward to having you contribute to our business growth and wish you all the best in your new assignment. Please share your acknowledgment to this offer letter as a token of your acceptance. In case of any clarification/query in regards to your offer letter, please revert within 3 working days on receipt hereof. If we do not receive any query/acknowledgement from your side, this offer letter shall be deemed accepted by you.

In the meantime, do not hesitate to call us, if you have any questions.

For V5 Global Services Private Limited



Authorised Signatory

Signature of the Employee

Mr Yatendra Singh

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

Salary Annexure

GROSS SALARY		STATUTORY BENEFITS	
Basic + DA	Rs. 8000/-	PF Employer	Rs. 1090/-
HRA	Rs. 4000/-	ESIC Employer	Rs. 466/-
Bonus	Rs. 1250/-	LWF Company	Rs. 0/-
Other Allowances	Rs. 1082/-	Medical InsuranceV5	Rs. 0/-
GROSS SALARY TOTAL	Rs. 14332/-	STATUTORY TOTAL	Rs. 1556/-
PF Employee	Rs. 1090/-		
ESIC Employee	Rs. 108/-		
LWF Employee	Rs. 0/-		
InsuranceV5	Rs. 0/-	COST TO COMPANY - Fixed (Gross + Statutory Benefits)	Rs. 15888/-
MediclaimV5	Rs. 0/-	Monthly Variable	Rs. 4021/-
NET SALARY	Rs. 13134/-	COST TO COMPANY - (Monthly Variable + Fixed CTC)	Rs. 19909/-

You will be entitled for Variable pay as mentioned in salary structure which will be paid on the performance basis and approval from Client.

V5 GLOBAL SERVICES PRIVATE LIMITED.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

1. The variable performance component, if any, which is a part of your cost to company, shall be declared monthly based on your individual, the store's and the overall business performance. Variable component of your CTC shall be paid based on your previous month performance. The variable policy shall be applicable to only those employees who are active and not to those who have either resigned or are serving notice on the date of the variable pay out. The variable policy of the company is subject to changes.
2. All tax implications arising out of your salary structure shall be borne by you.
3. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
4. Gratuity: Payment will be made as per Payment of Gratuity Act
5. Group Medclaim Policy: You will be eligible for Medclaim Benefit, as per Company Group Medclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.
6. Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy.
7. Group Term Life Policy: You will be covered under group Term life policy governed by the company.

Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.

For V5 Global Services Private Limited

Authorised Signatory

Signature of the Employee

Mr Yatendra Singh

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

CODE OF CONDUCT ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have read and understood the company's principles pertaining to:

- Protecting Human Rights
- Safety, Health and Environment
- Drugs and Alcohol
- Sexual Harassment
- Fair Practices and Avoiding Conflict of Interest
- Reporting Relationships
- Political and Religious Affiliations
- Media and Communications
- Outside the Workplace – Conduct with Others
- Customers
- Competition
- Gifts, entertainment or Favors
- Confidential Information
- Use of Company Resources
- Record Retention
- Financial Reporting
- Fraud Prevention
- Corporate Social Responsibility

I have also understood the following terms of the Code of Conduct:

- Expectations from employees and the Applicability of the Code
- Sharing concerns without fear and Non-Retaliation Policy for reporting honestly an act of violation / potential violation
- Resources for asking questions or reporting concerns
- Violations of accounting practices and internal controls
- Obligations of reporting manager(s) and other(s) receiving potential code violations I hereby acknowledge that

I further acknowledge that I understand my responsibilities, duties and obligations for the above mentioned principles and provisions of the Code of conduct and that the violations of the Code of Conduct or the company's policies may result in disciplinary action, up to and including termination of employment.

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

I also understand that the management reserves the right to make modifications to the terms of the Code of Conduct or any policy pertaining to it and that it is my responsibility to read and comply with any such modifications / changes made.

Employee's Name **Mr Yatendra Singh**

Date

Signature

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

PREVENTION OF SEXUAL HARASSMENT PLEDGE

Mr Yatendra Singh (Name of employee/ employer) as a business/ community member committed to the prevention of sexual harassment in all its forms, hereby pledge to support our/my employees/ co-workers and honor our customers/ clients by ensuring a workplace free from sexual harassment and discrimination. I pledge to: -

Maintain a healthy and respectful environment free from discrimination based on gender to include all employees, customers, clients and others.

Not tolerate any form of sexual harassment or sexual violence including images or sayings which may objectify or degrade a group of people based on gender within workplace and outside.

Immediately and respectfully respond to every claim of sexual harassment or violence. Maintain and actively review/ follow sexual harassment policy of our organisation.

Regularly discuss protocol for reporting sexual harassment with employees/Co-workers.

Respect and abide by law of the land, i.e- The sexual harassment of the women at the workplace act- 2013.

Signature :

Date :

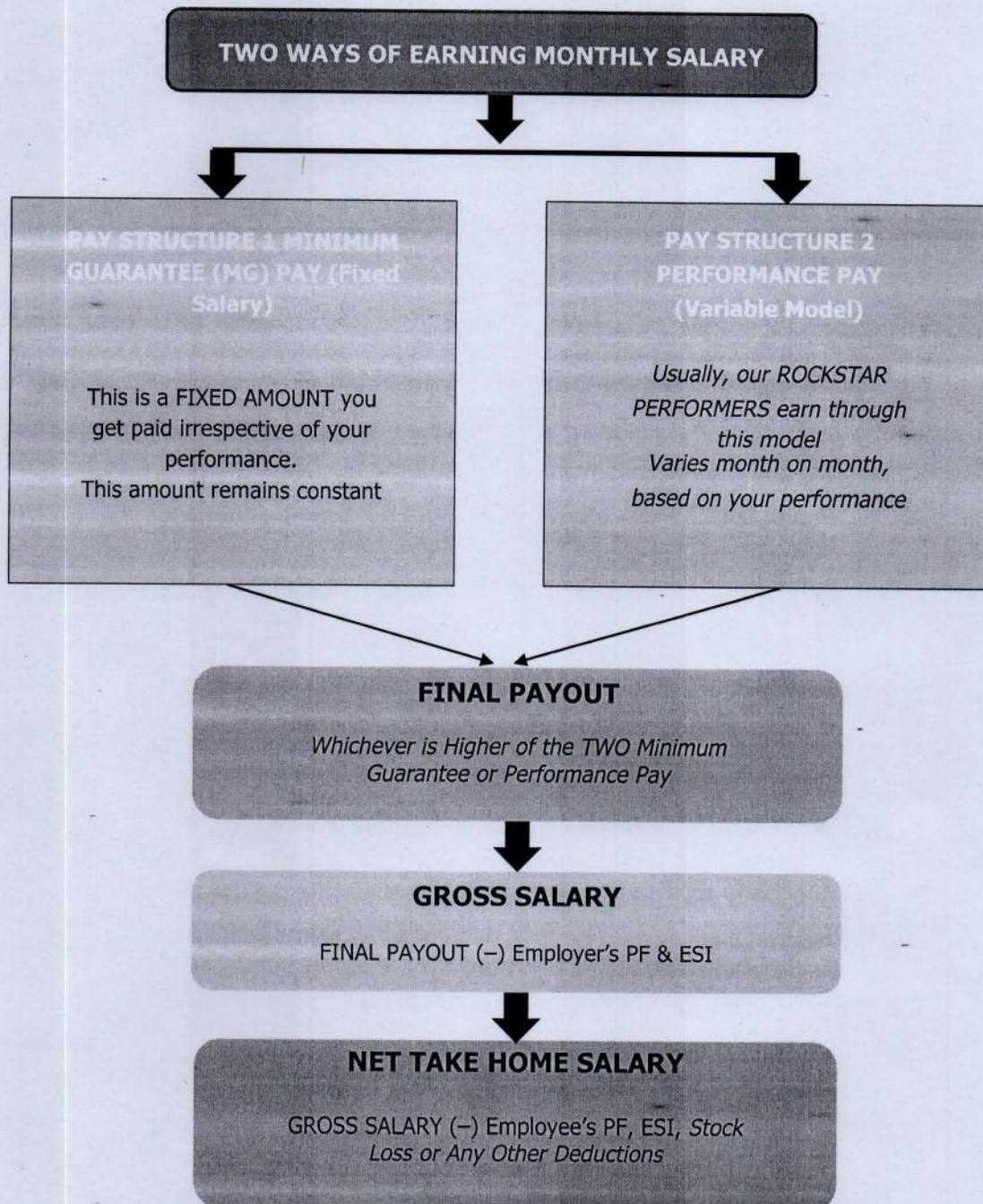
B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

Sales Associate Salary Structure

Hello there! We love our Top Performers and our salary structure is carefully curated in such a way that our High Performers get duly rewarded irrespective of their past salaries, experience, education etc. And yes, all this while maintaining a WORLD CLASS Customer Experience at the stores and top notch adherence to Processes, procedures and SOPs.

To understand your salary structure, you need to know the below different components of our salary structure.

There are 2 ways of earning your monthly salary.



B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

Definitions of the Various Pay Components Pay

Structure 1 – Minimum Guarantee Pay

Definition: Minimum Guarantee (MG) is a Fixed Amount that is informed to you at the time of joining and is mentioned in your offer letter.

Components	Definition
Minimum Guarantee Pay (MG)	- This amount is the "Minimum Earning" or the "Fixed Salary" that you will be entitled to in case for some reason you are NOT able to deliver the required level of performance, provided your attendance is as per company norms - Fixed Salary = Basic Salary + Special Allowance + Statutory Bonus+ Employer PF + Employer ESI *ESI is applicable if your Fixed monthly salary is below Rs.21,000

Pay Structure 2 –Performance Pay

Definition: This method of payout calculation is for people who are our good performers and thereby making themselves eligible to get rewarded accordingly. There are 3 major components in this method of calculation and the final amount is the SUM TOTAL of all 3 components.

Components	Definition
FSI (Fixed Sale Incentive)	- This is the per day fixed incentive which is earned just for your presence at the store. If you come to the store, you will earn the FSI for that day. - This per day amount (FSI) is fixed based on designation. Eg: Per Day FSI for Sales Associate is Rs.600 Therefore, if you come to the store for 20 days in a month then you earn Rs.12,000 as FSI (600*20)
Sales Incentive (Threshold sale Incentive + Additional Sale Incentive)	- This incentive is paid out based on your Performance at the store against a said number. - This said number is a Basic Minimum Individual Sale (Threshold) Sales Associate Sales Incentive Calculation - Depending on the Category of Store that you are in (based on the sales that your store does), you are given a Specific Minimum Individual Sales Number (Threshold) that you have to hit in a month to start earning incentives. - These Threshold Sales numbers will be different (See Table 1 for the Grid) - Once you hit the Minimum Sales Number (Threshold Sales), you will earn 0.3% of the Threshold Sales. - When you cross the Threshold Sales and overachieve, you get another 3% of the additional sale. (Additional sales is Total Sales – Threshold Sale) - Eg: Let's say you are a Sales Associate in a Low Revenue Store (that is, a store that usually does less than 8 lacs). Your Threshold Sale number is 1.75 lacs for the month. - Now, when you hit 1.75 lacs, you get 0.3% of this amount (1.75 x 0.3%) which is Rs.525. But let's say you are outstanding performer and end up doing 4 lacs this month. Now,

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

	<i>your Sales Incentive will be 0.3% of the first 1.75 lacs PLUS 3% of the additional 2.25 lacs (4 lacs – 1.75 lacs). Therefore, (0.3% x 1.75 lacs PLUS 3% x 2.25 lacs) which is Rs7,275!</i> THIS IS THE WAY WE REWARD OUR TOP NOTCH PERFORMERS ®
Customer Satisfaction Variable	We strongly believe that only way for us to become a TRULY WORLD CLASS BRAND is by keeping our customers happy and giving them a "WOW EXPERIENCE" at the store. Therefore, as usual we handsomely reward those who help us in this endeavour. There are 2 important aspects that you have to know. Net Promoter Score (NPS): It is a Customer Satisfaction Score given by our customers once they complete their shopping experience at our stores. Detractors %: Detractors are those customers who are UNHAPPY with our services. It is our primary responsibility to ensure ALL our customers are happy. How we calculate this is, we take the total number of Detractors (Unhappy Customers) and divide it by the Total Number of Bills that we have made in that month. For instance, if we have 10 unhappy customers (detractors) this month and we have made 1000 Bills at the store, our Detractor % is $(10/1000 \times 100) = 1\%$ Now that you understand the 2 main components of Customer Satisfaction, you will understand that as you keep INCREASING the NPS Score and DECREASING the Detractors %, your variable earning will keep INCREASING. These amounts will change based on your store scores (See Table 2 for the Grid) Eg: If your store is at an NPS of 75 and a Detractors % of 0.8%, you will get an Incentive of Rs.2500
Total Earnings	Sum of all variable amounts earned under Variable pay structure <i>Total Earning = (FSI + Sales Incentive + Customer Satisfaction Variable)</i>
Final Payout	Once the above mentioned calculation is done, we will compare both the Pay Structures (Minimum Guarantee Pay vs Performance Pay). Whichever is higher, you get that. SIMPLE! - Eg: Let's say your Minimum Guarantee Pay as per your designation is Rs.20,000. - Your Performance Pay after adding the 3 Components (FSI + Sales Incentive + Customer Satisfaction Incentive) is Rs. 25,000 - You will get paid Rs.25,000 because it is the higher amount.
Variable Pay (which will be mentioned in Payslip)	Let's take the same example that was discussed in the previous section. Where your MG is 20k and your Performance Pay is 25k and therefore, you will get paid 25k. So how will this reflect on your Payslips? - Eg: If Your total earning is Rs. 25,000 and your Minimum Guarantee (Fixed Pay) is Rs. 20,000 then your variable pay is Rs. 5,000 (25,000 - 20000) - In pay-slip the same amount of Rs.5, 000 will be mentioned as Variable Pay
Gross Salary	Gross Salary = Final Payout (based on calculation given above) (minus) Employer's PF (minus) ESI
Net Take home	Take home Salary = Gross Salary (as calculated above) (minus) Employee's PF (minus) Employee ESI Contribution (minus) Stock Loss/Any Other deductions (if any).

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

salary	Check Table 3 for Applicable Deductions
Eligibility	You will be eligible for the Variable model if your Present days are more than or equal to 18. If not, you would be eligible for the Minimum Guarantee only, even if you achieve your threshold sales

Table 1: Threshold Grids based on Store revenue

Threshold Grid	
Store Revenue	SA (in Rs)
<8L (Small Store)	1,75,000
8-13L (Medium Store)	2,25,000
13L+ (Large Store)	2,75,000

Table 2: Customer Satisfaction Variable Earnings Grid (NPS + Detractors)

NPS/Detractors	Above 2%	[1.6 - 2)	[1.2 - 1.59)	[0.80-1.19)%	[0.4 - 0.79)	(0.4 below
<60%	0	0	0	0	0	0
60-70%	0	1,000	1,500	2,000	2,500	3,000
70.1 above%	0	1,500	2,000	2,500	3,000	3,500

Table 3: Applicable Deductions

PF Deductions & %	ESI (State Medical Insurance) Deductions %	ESI will be calculated on the salary Paid	Stock Loss
Rs. 3,600 (12% Employer	Employer's Contribution –	Employer ESI deduction Rs.540	Store Assets and Inventory is the

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

contribution = Rs.1800 + 12% Employee contribution = Rs. 1800)	3.25% of the Salary paid Employee Contribution – 0.75% of the Salary paid	to Rs.680 Approx. Employee ESI Deduction Rs.140 to Rs.190 Approx.	accountability of all store staffs and AOM. Above a certain limit of stock loss, the following will be debited at cost price to ensure discipline Deductions %: AOM - 5%, SM - 35% and All Other Staffs (together) – 65%
---	---	--	---

Illustration- 1 for Sales Associate

The below illustration helps in understanding the potential earning you can make depending upon your target achievement and the store deployment.

Monthly Potential Earnings	Sales Associate 1 Less than 8 Lac store	Sales Associate 2 Less than 8 Lac store	Sales Associate 3 8 to 13 Lacs Store	Sales Associate 4 8 to 13 Lacs Store
Threshold	175,000	175,000	2,25,000	2,25,000
Actual Sales	175,000	3,25,000	4,00,000	5,00,000
Store NPS %	75%	75%	70%	70%
Store Detractor %	0.65%	0.65%	0.39%	0.00%
FSI	600	600	600	600
Present Days at the store	26	26	26	27
WO+ Leaves	4	4	4	3
Amounts				
FSI Amount	15,600 (600*26)	15,600 (600*26)	15,600 (600*26)	16,200 (600*27)
Customer Satisfaction Variable	3,000	3,000	3,000	3,000
Threshold Variable (0.3%)	525	525	675	825
Incremental Variable (3%)	0	4,500	5,250	8,250
Earning as per model	19,125	23,625	24,525	28,775
Fixed Pay – (Minimum Guarantee)	18,710	18,710	18,710	18,710
Final Pay Out (MG+ variable)	19,125	23,625	24,525	28,775
Total Variable Pay	415	4915	5,815	9,565

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

	(19125-18710)	(23625-18710)	(24525-18710)	(28775-18710)
--	---------------	---------------	---------------	----------------

Let us take above illustration where Sales Associate 1 & 2 are working in same store and Sales Associate 3 & 4 are working another store.

Sales Associate 1: He has exactly met his threshold sales with 26 present days at store and remaining 4 days of eligible Weekly offs and his store maintained NPS score of 75% and Detractors % of 0.65%. So he earned Rs.415 as variable and final pay out was Rs. 19,125

Sales Associate 2: He is working with Sales Associate 1 in same store, but Sales Associate 2 was Top Performer ended up doing sale of Rs.3,25,000 by which he has earned Rs, 5,025 from sales incentive alone. That's why in above mentioned example Sales Associate 2 earns higher than Sales Associate 1 being in same store and with same attendance. **Sales Associate 2's Fixed Salary is Rs. 18,710 but based on his performance he earns Rs. 23,625**

Illustration- 2 for Sales Associate

Monthly Potential Earnings	Sales Associate 1 Less than 8 Lac store	Sales Associate 2 8 to 13 Lacs Store	Sales Associate 3 Above 13 Lacs Store
Threshold	175,000	2,25,000	2,75,000
Actual Sales	200,000	400,000	500,000
NPS	65%	63%	71%
Detractor %	1%	0.39%	0.00%
FSI	600	600	600
Present Days at the store	16	16	22
WO+ Leaves	14	10	6
LOP	0	4	2
Amounts			
FSI Amount	9,600 (600*16)	9,600 (600*16)	13,200 (600*22)
Customer Satisfaction Variable	2,000	3,000	3,500
Threshold Variable (0.3%)	525	675	825
Incremental Variable (3%)	750	5,250	6,750
Earning as per model	12,875	18,525	24,275
Fixed Pay – (Minimum Guarantee)	18,000	18,000	18,000
Fixed Pay – (Minimum Guarantee) post LOP impact	18,710	15,600	16,800
Final Pay Out (MG (including LOP days) +	18,710	15,600 (because the staff was	23,075

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
 Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

B1, H5 Second Floor, Deutsche BMW showroom, Mohan cooperative industrial area, Near Haldiram Pin Code – 110044
Phone: 011-40655600, 700 website: www.v5global.com. CIN-U72300DL2005PTC140952

variable)		present less than 18 days)	
Total Variable Pay	0	525 (18525-18000)	6,275 (24275-18000)

Sales Associate 1: He was present for only 16 days at the store and remaining 14 days he had taken Eligible Leaves and WO. Therefore, he does not qualify as per variable pay structure as his present days is less than 18 days. So gets his Minimum Guarantee Pay which covers all his Eligible Leaves, WO and Present days.

Sales Associate 2: He was present for only 16 days at the store which means he was not present at the store for 14 days. He had taken also Eligible Leaves & WO for 10 Days. Which means, for the balance 4 days he will face a Loss of Pay (LOP). Also, he does not qualify for the Performance Pay as his present days is less than 18 days. So he will get paid his MG Amount (Fixed Salary) only but he will also have further deductions for the 4 Days of LOP. **Which is why, in the above mentioned example he makes a lesser salary than Sales Associate 1**

Sales Associate 3: He was present at the store for 22 days. For the other 8 days, he had taken leaves and WO for 6 days and for the balance 2 days he has an LOP. He still qualifies for the Performance Variable Pay as his present days is more than 18 days. Therefore, his final payout will be Minimum Guarantee (minus) LOP Impact (plus) variable as per his earning (which covers all his leaves, WO, and Present days and His LOP days.).

Final Pay-out is always Minimum Guarantee + Variable Pay

So all Leaves and WO are covered and paid under Minimum Guarantee (Fixed Salary)

Terms & Conditions:

The Company reserves the right to modify, change, cancel this policy and pay out components at any time without any notice subject to business requirements.

Please return us a signed copy of this letter as a token of your acceptance and understanding of our salary structure

_____ have understood and accept the salary structure for my role

Date:

Place:

.....
(Signature)

Frequently Asked Questions

Q) How should I calculate my variable?

A) There will be a detailed calculator in the Store QMS App where you can see all the details of your performance and earnings.

Q) ESIC/PF deductions are part of Total Earnings?

Yes, Total Earning shown in Calculator is inclusive of both employer and employee contribution.

Q. Will I get the amount shown in Calculator as in hand salary?

28. No, what is shown in calculator is total CTC for the month, so there will be further ESI and PF deductions (both employer and employee) and any further deductions on Stock Loss etc.

Q) Will I Get FSI on Week offs and Leaves?

NO, Week offs and Leaves are paid under fixed Salary (MG), FSI is paid only for your presence in the Store.

Q) How we will do other deductions like Stock loss and Cash recovery

A. Stock Loss/Cash Shortage Recovery will continue to be done on an ongoing basis - deductions will be done ONLY from the variable earned and not from your fixed pay.

Q) What is the attendance cycle which will be considered for my payment of my FSI & MG?

A) For calculation of FSI the attendance cycle in consideration will be 16th of this month to the 15th of the next month.

Q) What will be the performance period for variable calculation?

A) For your variables pay, your performance from 1st to 31st of previous month will be considered.

Q) Is my MG / Final Earnings inclusive of statutory deductions?

A) Your MG or Final earning will attract further statutory deductions (PF, ESIC) or income tax as maybe applicable to you.

Q) What is the PF & ESI deducted from MG/Final Earnings?

PF Deductions	ESI Deductions	ESI will be calculated on the
Rs.3600 (12% Employer contribution -Rs.1800 + 12% Employee contribution Rs. 1800)	Employer's Contribution – 3.25% of the Salary paid Employee Contribution – 0.75% of the Salary paid	gross salary Employer ESI deduction Rs.540 to Rs. 680 Approx Employee ESI Deduction Rs.140 to Rs.190 Approx

Q) Will I be eligible for variable pay post my resignation

• Employees who have resigned will not be eligible for variable pay for the month of their last working day, however will be eligible for variable pay for the previous month.

Q) I am a Lead basic participant, how is my variable calculated.

5. All Sales Associate Lead basic participants will get an FSI of 600 but will be paid variable as per the store managers

For any further questions, feel free to reach out to your HRBP



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

01-Oct-2021

Hera Sayyed
55 barra Kanpur Uttar
Pradesh 208004 India

LETTER OF INTENT

Dear Hera,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "**Associate** " Your salary will be **2,70,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "05-Oct-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.

7th & 8th Floor, Stellar IT Park,
C 25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IIPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Parul", written over a horizontal line.

Parul Arora

Manager- HR



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

16-Oct-2021

Saurabh Kumar
D block kidawai nagar Kanpur
Uttar Pradesh 208004 India

LETTER OF INTENT

Dear Saurabh,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "Associate " Your salary will be **2,40,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "19-Oct-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C 25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IIPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora

Manager- HR

Offer Letter

11th Jan, 2021

Mr. Vipin Singh,

Subject: Letter of Appointment

Dear Vipin Singh,,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** for Work from Home. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully



Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned


VIPIN SINGH



Offer Letter

Mr. Prasoon Gupta,

Date: January 5, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavour to change the face of education.

We are pleased to offer you the position of Counselor on following terms & conditions:

Offer Details:

Designation:	Counselor
Employment Type:	Retainer
Date of Joining:	Friday, January 15, 2021
Role Location:	Noida
Retainership Amount:	8,00,000/- (Annually)

As per the government guidelines, tax deduction will be 10% for those who have PAN Card, otherwise, the tax deduction will be 20%. Therefore, please apply for a PAN Card, at the earliest, in case you do not have one.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, January 14, 2022, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining.

Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resources

Accept Job Offer by signing below

Signature:

This is system generated offer letter and does not require authorized signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Retainer acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavours to follow the best possible standards in its governance and has high levels of transparency and integrity. As an retainer or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our retainers relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: retainers should do nothing that might discredit or embarrass the Company, its clients, or themselves as retainers of the Company.

All Think & Learn Pvt. Ltd., retainers are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

Annexure B

1. 10th Mark sheet
2. Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation–Degree Certificate
5. Graduation/Post Graduation–Provisional Certificate/Course Completion Certificate Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card(On Aadhaar, DOB should be in DD/MM/YYYY Format)
9. ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Photograph
12. All current and previous companies relieving/experience letter(only for experienced candidate)
13. Current/Last company's last three months' payslip(only for experienced candidate)

This is system generated offer letter and does not require authorised signature.



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

16-Oct-2021

Surbhi Sahu
235 Barra Kanpur, Uttar Pradesh
208004 India

LETTER OF INTENT

Dear Surbhi,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of "Associate " Your salary will be **2,40,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "19-Oct-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

IPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

Parul Arora

Manager- HR



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

16-Oct-2021

Aditya Singh
450 Govind nagar kanpur uttar
pradesh 208004 india

LETTER OF INTENT

Dear Aditya,

This is further to your application exploring a suitable opportunity in our Organization, followed by your interview with our recruitment and selection team. In this connection, we are pleased to inform you that you have been selected and offered a position of **"Associate "** Your salary will be **2,40,000/-** in our organization on mutually agreed terms and conditions.

As agreed, you are requested to join the services of the company on "19-Oct-2021" at the following address:

Innodata India Pvt. Ltd.

8th Floor, Tower-A, Stellar IT Park, C- 25, Sector-62, Noida

Also, please bring the photocopy of the following documents at the time of joining:

- 1) Certificates of educational qualification starting from 10th
- 2) Certificates of professional qualifications
- 3) Experience letters of previous employment(s)
- 4) Copy of Relieving Letter/ Resignation Letter
- 5) Salary Proof/ Pay slips (last 3 months) of last employment
- 6) Six (6) passport size color photographs with white background
- 7) PAN Card
- 8) Aadhaar Card



Innodata India Pvt. Ltd.
7th & 8th Floor, Stellar IT Park,
C-25, Sector 62, Noida (U.P.) 201309
Tel: +91 0120 462 6000
CIN: U72400DL1997PTC084165

This Letter of Intent is issued to you on the presumption that the particulars furnished by you in your application are correct.

A detailed appointment letter shall be issued to you on your joining the services of the Company.

This letter is subject to successful Background Verification Check. In case, the same is not found to be satisfactory, this offer stands null and void.

HPL recruitment and selection team congratulates you on your selection.

Thanking you,

For Innodata India Pvt. Ltd.

A handwritten signature in black ink, appearing to read "Parul", with a stylized flourish at the end.

Parul Arora

Manager- HR

Offer Letter

11th Jan, 2021

Mr. Akash Kumar Yadav

Subject: Letter of Appointment

Dear Akash Kumar Yadav,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

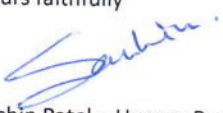
The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

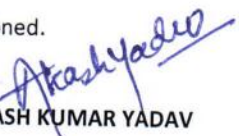
We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully


Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned.


AKASH KUMAR YADAV

Offer Letter

11th Jan, 2021

Mr. Rammurat Yadav,

Subject: Letter of Appointment

Dear Rammurat Yadav,

With reference to your application at Alembic Pharmaceuticals Ltd., We are pleased to offer an appointment you as a **Trainee** at Pan India. Your employment will be governed by the following terms and conditions:

1. Monthly Gross Salary

You will be paid on monthly gross salary **27,500/-**

2. Date of Appointment

Your date of appointment as per company records is 15-Jan-2021.

3. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

4. Probation Period

You will be on probation for a period of **six months** from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service. If not confirmed after six months, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

5. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

6. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

7. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

8. Notice Period

While on probation, this appointment may be terminated by either side by giving **seven days' notice**, or **seven days' salary instead of notice period**.

On confirmation, this appointment may be terminated by either side by giving **one month's notice** or **one month's salary instead of notice period**.

Should you resign after confirmation, the Company will have the option to accept your resignation either with immediate effect, and pay you three months' salary instead of the notice period or accept it effective any day up to the end of the notice period and pay you salary for the remaining period from the acceptance of resignation till the end of the notice period.

9. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade or business during your employment with the Company, without written permission from the Company.

10. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

11. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

We welcome you to the Alembic Pharmaceuticals Ltd family and trust we will have a long and mutually rewarding association.

Thanking you,

Yours faithfully



Sachin Patel – Human Resources
Alembic Pharmaceuticals Ltd.

I accept the offer with the terms & conditions mentioned.


RAMMURAT YADAV