



Reference: OL/ WFCT/ Sept 2022/08

Date: 20/09/2022

OFFER OF APPOINTMENT

Dear Satish Bevara,

We are pleased to offer you employment as an **Associate Software Engineer** at Recruit CRM (Workforce Cloud Tech (India) Pvt Ltd). This appointment is subject to the following terms and conditions:

TRAINING PERIOD

You will be working closely with our Engineering team. Your training will be for nine months starting from 3 October 2022 to 3 July 2023. You will be designated as a **Trainee Software Engineer** at Recruit CRM (Workforce Cloud Tech (India) Pvt Ltd) during your training period.

STIPEND

You will be paid a stipend of Rs. 7500 /- (Seven Thousand Five Hundred only) for the first six months during part-time internship and a stipend of Rs. 15000 /- (Fifteen Thousand only) for the last three months of full-time internship which will be paid every month and will be paid on the 7th of the subsequent month.

COMPENSATION

On successful completion of your training period and final year exams, you will be absorbed on the payroll based on your performance and business requirements and you shall receive a total consolidated remuneration (CTC) of **Rs 7,00,000/- per annum (Seven Lacs only)**.

The CTC break-up is attached. Applicable income-tax shall be deducted at the source.

WORKING HOURS

We are a 'Remote Only' company, and you may choose to work from any location. Your working hours during your first six months of part-time training will be a minimum 4 hours every day from Monday to Friday. You will have to complete a minimum 21 hours in a week (Monday to Sunday). During full-time training, you will have to complete 8 hours 30 minutes every day from Monday to Friday, excluding breaks for lunch, tea, or other reasons.

WORKING INFRASTRUCTURE

As this is a work-from-home engagement, you are expected to make a suitable sitting arrangement (work-station) at your home and install a broadband connection with a minimum of 10 Mbps speed. You will also install a UPS of a minimum 1 KW capacity to cater for electricity outages.

You will need to use your personal computer during the period of training. After training, the Company shall ship a laptop to your location on your confirmation. You shall be responsible for the upkeep and maintenance of the laptop, and the same shall remain property of the Company.

LEAVE/HOLIDAY

Casual and Annual leaves can be availed only after successful completion of the full training period and once you come on payroll upon confirmation.

You will be entitled to a casual leave of 8 days per annum on a pro-rata basis. Moreover, you will be eligible for 13 days of annual privilege leave. This will be credited on a pro-rated basis at the end of each month.

Annual leave must be applied for at least two weeks before written notice and approved in writing by the reporting senior.

You can carry forward 10 days of annual leave to next year.

You will not be paid any money in lieu of any leave to which you are entitled in terms of the provisions of this agreement.

The management would declare holidays at the beginning of every calendar year.

RULES, REGULATIONS & CONFIDENTIALITY

You shall, at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests.

Accordingly, you undertake that You will under no circumstances make available your services to any undertaking or have any interest directly or indirectly in any other undertaking or activity (like freelancing) which might interfere with the proper performance of your duties without first obtaining the written permission of the Company.

You will not, at any time during the continuance or after the termination of your services with the Company, irrespective of any reason for such termination, make use or disclose to any party either for your benefit or for the benefit of any party (individual, firm, Company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during your service with the Company;

You will obey and comply with all reasonable orders and instructions by the Company or its authorized agents and observe all standing and other rules and regulations now in force or from time to time approved by the Company.

You will inform the Company if it has any conflict of interest in any area of operation or project and shall refrain from performing services for such conflicting areas.

INTELLECTUAL PROPERTY OWNERSHIP

You, as a result of this, assign to the Company all rights, including, without limitation, copyrights, patents, trade secret rights, and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship, interview process, Confidential Information or trade secrets (i) developed or created by the Employee, solely or jointly with others, during performing work for or on behalf of the Company or any affiliate of the Company, or the predecessors of any such entities, whether as an employee or independent contractor.

TERMINATION

After confirmation of your employment, **a notice of termination of employment will be two months' notice in writing or two months' basic salary instead of notice from either party.**

However, Workforce Cloud Tech (India) Private Limited (Recruit CRM) reserves the right to ask you to complete your notice period if it is in the interest of the business and current assignment.

Notwithstanding those above, the Company shall be entitled to terminate your employment without notice, indemnities, and compensation in any of the following events:

If you are, in the opinion of the Company, guilty of dishonesty, misconduct, or negligence in the performance of your duties;

If you have been found to have committed a severe breach of a continual material breach of any of your duties or obligations;

If you have made an illegal monetary profit or received any gratuities or other rewards, in cash or in-kind, out of any of the Company's affairs, subsidiaries, or related companies.

REFERENCE CHECK AND BACKGROUND VERIFICATION

If the information regarding your previous employment & education is incorrect at any time in the future, this offer would be null & void. This contract will be terminated immediately without any compensation or liability of the Company.

We are consciously endeavoring to build an atmosphere of trust, responsiveness, autonomy, and growth among all members of the Recruit CRM family. As a new entrant, we would like you to wholeheartedly contribute to this process—all the best for a rewarding tenure.

As a token of your acceptance of the above terms and conditions, you are requested to sign this letter digitally and download a copy for your record.

Thank you.

Yours
for and on behalf of Recruit CRM

Nidhi Saxena

09 / 20 / 2022

Director - People
Nidhi Saxena

Compensation Break-up

Employee Name	Designation	Training Period	Notice Period
Satish Bevara	Associate Software Engineer	9 Months	2 Months
Salary Components	INR Monthly	INR Annual	
CTC (INR)	58333	700000	
Base Components			
Basic	26250	315000	
HRA	13125	157500	
Total base Components (A)	39375	472500	
Allowances			
Bonus	2187	26240	
Internet & Mobile Bill	1600	19200	
LTA (Section 10 (5))	2625	31500	
Special Allowance (Includes Medical/Conveyance)	8392	100705	
Total Allowances (B)	14804	177645	
Gross Salary (A+B)	54179	650145	
Deductions			
Professional Tax	200	2500	
PF (Employee Contribution)	1800	21600	
Total Deductions (C)	2000	24100	
Total In Hand (A+B-C)	52179	626045	
Statutory Contributions			
PF (Employer Contribution)	1800	21600	
PF (Admin Charges)	150	1800	
Gratuity	1263	15152	
Statutory Contributions (D)	3213	38552	
Insurance premium			
Life & Health Insurance (E)	942	11304	
CTC (A+B+D+E)	58333	700000	

Nidhi Saxena

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