



Edsmart Edu

Services Private Limited

I. Appointment Letter

<REF NO: EDSMART EDU SERVICES PVT LTD/IT/0524/10>

29th May, 2024

Senior Software Engineer
Bangalore

Subject: Letter of Appointment

Dear Mr. Hiren Ramijbhai

We are pleased to inform you that following your application and subsequent interviews with Edsmart Edu Services Pvt Ltd, we are delighted to appoint you as a Senior Software Engineer in our IT department, based at HSR Layout, Bangalore.

Duties and Responsibilities:

You will be expected to carry out duties appropriate to this role. Your employment will be subject to the terms and conditions detailed in the attached Annexure I.

Compensation:

Your compensation will be based on the "Cost to Company" (CTC) model. Detailed salary information is provided in Annexure II. Accordingly, your gross salary will be **INR 45,900 per month**. Please note that the structure of your compensation plan may be adjusted from time to time in accordance with the company's compensation policies and statutory requirements.

Please sign and return the attached copy of this letter along with the annexures as a token of your acceptance.

We warmly welcome you to the Edsmart Edu family and wish you a long and successful career with us.

For Edsmart Edu,

Manasa Rao
Co-founder



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Annexure I

Your employment will be governed by the following terms and conditions:

1. **Working Hours:** Your working hours will be 10 am to 6:30 pm as per the current company policy. The company observes a 5 day work week.
2. **Date of Appointment:** Your date of appointment as per company records is 3 /June/2024.
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 three 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:** You will have a probation period of six months, during which time, the management reserves the right to terminate your employment upon 15 day notice or 15 day salary in lieu of notice. During probation, if you choose to resign, you shall be required to give 30 day notice, which will have to be accepted in writing by the Management. After confirmation, Company may terminate your service, by giving 90 day notice or 90 day salary in lieu of notice. If you wish to resign from the services of the company, you will be required to give 90 day notice, which will have to be accepted in writing by the Management.

During the notice period,

- You should hand over the duties and responsibilities assigned to you to your successor or your
 - Manager as the case may be.
 - You shall not be entitled to avail leave and
 - You will not take up any other employment, nor engage in any business.
9. **Transfer:** You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India or abroad. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.
 10. **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 on advisory



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capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

- 11. Conflict of Interest:** You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.
- 12. Confidential Information:** You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.
- 13. Contract/Bond with Previous Employers.:** It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.
- 14. 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.
- 15. 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 Edsmart Edu Services Pvt Ltd family and trust we will have a long and mutually rewarding association. We welcome you to the **Edsmart Edu Services Pvt Ltd** family and trust we will have a long and mutually rewarding association.

For Edsmart Edu

Manasa Rao, Co-founder

Received and Accepted

Name :

Date :

Signature :



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Annexure II:

Your compensation package is structured as follows:

EDSMART EDU SERVICES PVT LTD		
Name: Hiren Ramijbhai		Joining Date: 03-06-2023
Designation: Senior Software		Band: IT
Fixed Components	Monthly	Annual CTC
Basic	₹ 15,000.00	₹ 1,80,000.00
Medical	₹ 500.00	₹ 6,000.00
Spl Allowance	₹ 10,000.00	₹ 1,20,000.00
HRA	₹ 15,000.00	₹ 1,80,000.00
Mobile & Internet Reimbursement	₹ 1,000.00	₹ 12,000.00
Travel Allowance	₹ 3,500.00	₹ 42,000.00
PF company contribution	₹ 900.00	₹ 10,800.00
Monthly /Yearly Gross	₹ 45,900	₹ 5,50,800
Variable Components		
Annual Bonus **		₹ 36,000.00
Total Cost to Company		₹ 5,86,800
Deductions	Monthly	Annual CTC
Professional Tax	₹ 200.00	₹ 2,400.00
PF employee contribution	₹ 900.00	₹ 10,800.00
Note: ** Annual Bonus is paid out as per Management discretion and depends on both individual, product and company performance. ** Subject to Income Tax Deduction and Professional Tax deduction as per Professional Tax Act of the state		

The structure of your compensation plan may be altered from time to time in line with company policies and statutory requirements.

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