

Date: December 21, 2018

Emp Temp Code: 141238566

Akanksha Anand

Achuara Barh Patna,
Bihar - 999999, India

Contact No: +917631233193

Letter of Appointment

Dear Akanksha,

With reference to the interviews you have had with us in the recent past, we are pleased to make you an Offer of Employment in our Company. You will be placed in our **E01** grade and designated as **Executive- Business Development(OPS)**. You are required to report to the Company's Office at **Data Center Old Power House Near Ram Mandir Bani Park Jaipur Rajasthan Pin Code – 302016**, on **December 24, 2018** at 09:30 am.

Your appointment will be under the following terms and conditions of employment:

1. Your remuneration is as per the enclosed annexure. All tax liabilities arising out of your entire compensation package, present or future, shall be borne by you.
2. Company's call-centers would be operating on a 24x7 basis, which means exigencies of work may require you to work in periodic shifts including night shifts. By accepting and signing this document, you automatically affirm your willingness to abide by this requirement.
3. While your initial place of posting will be at Company's office at **Jaipur**, you are liable to be transferred to any of the Company's offices in India or to any other department in the organization. All such transfers shall be governed by the Transfer Policy of the company.
4. Your appointment will be on probation for a period of six months from the date of your joining the Company. However, the period of probation may be extended in case it is found necessary. Please note that your services shall stand confirmed on the expiry of your probation period unless you are specifically advised otherwise in writing.

During the period of probation, your services can be terminated at any time without notice and without assigning any reason thereof.

On confirmation of your services, your services are liable to be terminated by the Company by giving you **30 days'** notice in writing or salary in lieu thereof.

In case you decide to leave the services of the Company, you will be required to give not less than **30 days'** notice in writing and the Company may at its sole discretion relieve you of your duties anytime during the notice period, and in that event you will be paid salary up to the last working day.

In case, where due to reasons beyond the employees control, the employee is required to give notice less than the notice period, the Company may at its sole discretion, relieve the employee of its duties before the completion of the mandatory notice period with or without payment of salary in lieu of such notice period or shortfall therein.

5. As an employee of the Company, you will devote your work-time solely to the Company's activities. You will not take-on any employment or work of any nature without the written consent of the Head of HR or CEO of the Company. In case you are found taking up any alternative employment except by the permission as aforesaid, your services shall be liable to be terminated without any notice and without assigning any further reason.

6. You will always maintain utmost confidentiality with regard to records, documents and other information relating to the business of the Company which may be known, provided or confided in you and you shall use the same only in a responsible manner, in the best interests of the company. Upon ceasing to be in the services of the Company for any reason, you shall immediately return any records, documents and other information of the Company which are in your possession and shall not retain or transmit any copies (electronic or otherwise) of the same .

7. You shall be bound by all the existing rules and regulations of the Company and those that may be framed from time to time including but not limited to Code of Conduct, Disciplinary Action Policy, Confidentiality and Information Security Policy, Leave Policy amongst others.

8. You will automatically retire from the services of the Company on the last day of the calendar month in which you attain the age of Fifty-Eight years. Your date of birth as per official records is **December 09, 1996**. That in the event of your becoming unfit for performance of your normal duties, you shall be liable to be discharge from the services without any notice.

9. This appointment is subject to satisfactory investigation of your credentials and if it is found at any time that you have made any false statements or suppressed any material information, it shall lead to immediate termination of your services by the Company without any notice or compensation.

10. You are required to make a full and complete disclosure of any relationship or dealing you have or propose to enter directly or through any of your relatives or family members with any of the Company's agent, dealers, vendors, suppliers, subcontractors or the like by whatever name called.

11. You shall undergo medical fitness tests, wherever asked for, as required by the Company and this appointment is subject to your being found medically fit. You also agree to undergo a drug test or any other medical/fitness test including breath analyzer, as asked for and at such a place and location as advised by the Company during the course of your employment, the cost for which shall be borne by the Company.

12. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and/or its subsidiaries or associate companies and in case of any breach of trust/discipline, your services may be terminated by the Company with immediate effect.

Please sign and return the duplicate copy of this letter as a token of your acceptance of this Letter of Employment.

Welcome to Intelenet, here's wishing you a rewarding career.

Yours Truly,

For Intelenet Global Services Private Limited

Karan Malhotra
Assistant Manager- HR

Enclosures:

- 1 Compensation Structure (Annexure I)
- 2 Declaration and Undertaking (Annexure II)
- 3 Declaration (Annexure III)

NOTE: For purposes of brevity and ease of reading, the term "the Company" or the term "Intelenet" (wherever it appears in this letter) means Intelenet Global Services Private Limited.

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Employee Signature	_____
Employee Name	Akanksha Anand
Date	_____

Annexure I
Compensation Details

Emp Code:	141238566
Name Of Employee:	Akanksha Anand
Designation:	Executive- Business Development(OPS)
Grade:	E01
Date Of Joining:	December 24, 2018
City:	Jaipur
Salary Structure (Appointment)	Amount in Indian Rs.
Basic Pay	6,822.00
HRA	3,411.00
Transport Allowance	1,600.00
Flexible Benefit Plan /Other Allowance	9,193.00
Gross Salary (1)	21,026.00
Provident Fund (Employee) (2)	819.00
ESIC (Employee) (3)	0.00
Net Take Home [1-(2+3)]	20,207.00
Provident Fund (Employer) (4)	819.00
ESIC (Employer) (5)	0.00
Statutory Bonus# (6)	568.00
Gratuity* (7)	328.00
Total Fixed Cost (1+4+5+6+7)	22,741.00
Annual CTC	272,892.00
Annual PLI**	0.00
Annual Performance Pay***	0.00
Gross Annual CTC	272,892.00
For Intelenet Global Services Private Limited	
 Karan Malhotra Assistant Manager- HR	
<p>* Gratuity shall be payable as per "The Payment of Gratuity Act". ** Annual PLI (Performance Linked Incentive) will be paid on (Monthly) basis and would be payable subject to assessed performance achievement level. *** Performance Pay will be paid on Annual Basis and would be payable subject to assessed performance achievement level, based on the "Performance Pay" payout policy. # Statutory Bonus is paid monthly as per the Payment of Bonus act, 1965 and Net take home mentioned above doesn't include Statutory Bonus.</p>	

- All Reimbursement will be paid as per prevailing IT rules and company policies in effect from time
- The above compensation will be subject to Income Tax regulations in force from time to time.
- The above compensation is subject to deduction towards Medi-claim Insurance, transport, if/as applicable and any other statutory deduction/contribution including Professional Tax, labour welfare tax etc.

Annexure II

DECLARATION AND UNDERTAKING REGARDING NON-DISCLOSURE

I, **Akanksha Anand** residing at, **Achuara Barh Patna, Bihar - 999999, India**, and working as **Executive- Business Development(OPS)** do hereby declare and state as follows:-

1. I do hereby declare that I will faithfully, truly and to the best of my skills and ability, execute and perform the duties required of me as an employee of Intelenet Global Services Private Limited, a Company registered under the Companies Act. 1956 and having its office at Plot CST No. 1406-A/28 Mindspace, Malad (West), Mumbai- 400090, Maharashtra, India.

2. I declare that in the performance of my employment and duties required of me, I will have to access documents, files, records, customer details, project plans, strategies, developments, execution process, contracts, billing information quality metrics, financial information about the Company etc relating to business of the company that is proprietary to it, or its clients (hereinafter called "Confidential Information"). I acknowledge that such information is a valuable, special and a unique asset of the Company, or of the Company's clients.

3. I will hold such confidential Information strictly confidential by not, directly or indirectly, making known, or permitting such confidential Information to be disclosed or made known to any person or entity, either inside the company or otherwise. I shall faithfully and diligently hold such confidential Information from being disclosed to unauthorized persons. Such persons include, but are not necessarily limited to, persons who are not company's employees, persons who are company's employees but who do not have a need to know the Confidential Information in order to perform their duties, persons not under a written confidentiality agreement with the company in regard to the Confidential Information, persons not directly aware of the proprietary and trade secret nature of the Confidential Information.

4. I will immediately report to the company, any violation or breach of the commitments made in this declaration, whether the breach or violation is intentional or inadvertent and agree that:

(i) In the event of a breach or threatened breach of the provisions of this Section, the Company shall be entitled to an injunction restraining from using or disclosing, in whole or in part, such information, or from rendering any services, to any person, firm, corporation, association or other entity to whom any such information has been disclosed or is threatened to be disclosed, which injunction shall be available without the posting of any bond or other security and the issuance of which is hereby consented to by Employee,

(ii) Any such breach would cause injury to the Company, and

(iii) The remedies provided for in this Section shall be cumulative to and not exclusive of any and all other remedies which may be available, either at law or in equity.

The Company acknowledges that individual marketing packages, Web sites, and other communications that have been developed for a client may have been placed in the "public domain" once they have been distributed to the public and thus, may be no longer subject to client confidentiality provisions.

5. All Documents, files, records, Project plans, software tools as well as methods and techniques of doing business, including patents, trade secrets and other proprietary rights associated therewith, Strategies, Customer details and items of information or equipment relating to company's business are and shall remain the property of the company, including notes, documents, and files created in the performance of my duties of employment. I shall not under any circumstances remove such property from company's premises without prior written consent. I further agree that all information relating to existing customers and potential customers of the Products, whether recorded in Company's database or otherwise is confidential to the company and that any ownership in respect thereof resides in the company and that it cannot be used by employee for any purpose not specifically referred to in this employment.

6. I declare that notwithstanding the separation of my employment with the company for any reason whatsoever I will not communicate or allow to be communicated to any person not legally entitled thereto any information relating to the Confidential Information and affairs of the Intelenet .

7. In the event of my leaving services of the company for any reason, during the 12 month period from the separation date, I shall not directly or indirectly either on my own account or otherwise:

(i) Canvass, solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, were or are clients or customers of the Company, or were in the habit of dealing with the Company;

(ii) Solicit, interfere with, or endeavour to entice away any employee of the Company; or

(iii) Counsel, or otherwise assist any person to do any of the acts referred to in para (i) & (ii) of this clause.

8. I undertake that I shall not offer, promise, give, accept, condone, approve or knowingly benefit from an improper business gratuity, a bribe, 'kickback' or other improper advantage, benefit or reward, or otherwise apply inappropriate influence.

9. I undertake that I shall not make a 'facilitation payment'. Facilitation payment refers to the practice of paying a small sum of money to (usually) an official as a way of ensuring that they perform their duty.

10. I declare that none of my relative is employed or associated with Intelenet or any of its affiliate companies or its customers/ clients/ suppliers in any form; and I undertake that I shall immediately notify Intelenet in case-

(a) any person who is so employed/ associated becomes a relative, and/or

(b) a relative, in future, is so employed/ associated with Intelenet.

11. I understand and acknowledge that the restraints contained herein are reasonable in all the circumstances of employment, and agree that they are necessary for the protection and maintenance of the Company and its business.

12. I understand that my failure to comply with the declaration and undertaking will result in disciplinary action, which may include and upto immediate termination of employment with the company.

13. I also understand and agree that my services can be suspended pending disciplinary action / enquiry / investigation as per Company policy and I shall abide by decision of Investigation/ Enquiry Committee constituted for such purposes.

14. I also acknowledge that the Company shall be entitled to seek an order for specific performance or injunctive or other equitable relief in case of my failure to observe or a breach by me of any of the restraints herein.

15. I further undertake that I shall indemnify and keep indemnified the company for any loss, damages or injury suffered by the company for any breach of above conditions or any other clause or term of employment.

Executed this _____ day of _____, 2_____

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Employee Signature	_____
Employee Name	Akanksha Anand

Annexure III

DECLARATION

Article I.

I hereby certify that all statements made in the Intelenet Global Services Private Limited, employment application form are true and complete. I understand that any omission or misrepresentation of any fact may result in refusal of employment or immediate dismissal.

I recognize that in connection with employment with Intelenet Global Services Private Limited, I may be the subject of a background enquiry by the Company or its representative, and I hereby authorize the same. I also authorize the Company to take action including penal action against me in case any fact is found contrary to what has been stated by me in the application form mentioned herein above.

Executed this _____ day of _____, 2_____

Temp Emp Code	141238566
Employee Signature	_____
Employee Name	Akanksha Anand