

## Private & Confidential



Ref : Ollosoft Technologies Pvt. Ltd.

Dated : 2 Dec, 2021

Ms. Aditi Jaiswal

Dear Aditi

### Offer Of Employment

We are pleased to offer you employment in the position of **Software developer** with Ollosoft Technologies Pvt. Ltd.

#### 1. Remuneration

- a) Your annual gross salary and benefits details along with some conditions applicable are set out in Appendix.
- b) Salary will be paid into your salary account by the first day of next month.

#### 2. Salary Revision

Your remuneration will be subject to annual review. Ollosoft operates a Pay-for-Performance policy and the result of any remuneration review will take your performance into account.

You will appreciate that information relating to your remuneration package is strictly confidential and hence request you maintain this confidentiality.

#### 3. Place of Work

Your place of posting will be in **Jaipur**.

#### 4. Notice of Termination

- a) Termination of employment by either party shall be **one month's** notice in writing or payment in lieu of notice. Such notice may not be offset by unused leave.
- b) If your actions at any time constitute a serious breach of Ollosoft's standards of behaviour, Ollosoft may end this contract and terminate your employment immediately.
- c) This appointment letter is issued on the understanding that all the information given by you in the application / employee data form / during the interview or data provided prior to and / or at the time of joining is true. If it is found at any time that the information given

by you is not correct or true or you have knowingly suppressed any information, the company will have the right to terminate your appointment with us any time without any compensation

d) Once resigned, your final due salary will be credited on the first date of the next month of your final working day with the company. No salary will be credited before that.

## **5. Verification**

a) This appointment is based on the details provided by you in the company application form / employee data form/during the interview/data provided prior to or at the time of joining.

b) The offer is made based on Indian laws and subject to no adverse information being obtained during reference checking with previous employers, validation of educational qualifications or background checks, and approval of your employment/immigration pass application (wherever applicable).

## **6. Code of Ethics and Business Conduct**

a) Your adherence to the Ollosoft Code of Ethics and Business Conduct, is vital to Ollosoft and to your success at Ollosoft. When you sign this letter of offer, you are agreeing to thoroughly familiarize yourself with the Ollosoft Code of Ethics and Business Conduct and you are agreeing to abide by it.

## **6. Personal Data Transfer**

Personal data is transferred around Ollosoft locations and to select outside organizations that provide services to Ollosoft and our workforce. To assure that personal data privacy is adequately safeguarded, Ollosoft operates internal procedures to protect the confidentiality and security of individual personal data, and Ollosoft requires that the outside organizations we work with provide adequate levels of protection. By signing this agreement and accepting position with Ollosoft, you are consenting to this data transfer.

## **7. Proprietary Information Agreement**

You will be employed by Ollosoft in a capacity in which you will or may receive confidential information, which is of value to Ollosoft. You therefore agree to abide by the following terms and conditions:

a) Your employment creates a relationship of confidence and trust between you and Ollosoft with respect to certain information of a confidential, proprietary or trade secret nature. For the purposes of this Agreement, all such confidential, proprietary or trade secret information will be referred to as "Proprietary Information".

b) Proprietary Information includes without limitation:

All software developed or licensed by or for Ollosoft or licensed to Ollosoft by a third party, and any documentation or listing pertaining to such software; the term "software" as used

in this paragraph refers to software in various stages of development or any product thereof and includes without limitation the literal elements of a program (source code, object code or otherwise), its audio-visual components (menus, screens, structure or organization), any human or machine readable form of the program, and any writing or medium in which the program or the information therein is stored, written or described, including without limitation, diagrams, flowcharts, designs, drawings, specification, models, data, bug reports and customer information.

Marketing and sales plans, product development plans, competitive analyses, benchmark test results, business and financial plans or forecasts, non-public financial information, agreements, and customer and employee lists of Ollosoft.

Any information or material not described above which relates to Ollosoft 's inventions, technological developments, "know-how", purchasing, accounting, merchandising, or licensing.

Any information of the type described above which Ollosoft has a legal obligation to treat as confidential, or which Ollosoft treats as proprietary or designates as confidential, whether or not owned or developed by Ollosoft.

Proprietary Information shall not include information known publicly or generally employed in the trade, nor shall it include generic knowledge that you would have learned in the course of similar employment elsewhere.

c) At all times, both during and after your employment with Ollosoft, you will hold Proprietary Information in confidence. You will not use, transfer, publish, disclose, or report Proprietary Information directly or indirectly, except such disclosure to other Ollosoft employees or authorized third parties as may be necessary in the ordinary course of performing your duties for Ollosoft or otherwise as directed by Ollosoft.

d) You will not during your employment with Ollosoft carry on either alone or in partnership or be directly or indirectly employed or concerned in any business undertaking other than that of Ollosoft, except as a shareholder in a public quoted company unless you have obtained the previous written consent of Ollosoft.

e) You will not recruit or hire any Ollosoft employee for six months after termination of your employment with Ollosoft without Ollosoft's express written consent.

f) You shall upon termination of your employment with Ollosoft return all property belonging to Ollosoft, including without limitation all Proprietary Information, documents, software, discs, diskettes, tapes, and any other form of media, copies of any of the above, microcomputer systems, computer terminals, modems, other hardware, telephones, credit cards, and/or company automobile.

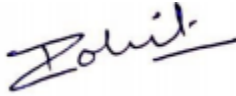
g) Ollosoft's proprietary rights and confidential information are amongst the Company's most important assets, and as a condition of your employment you are required to sign the Company's Proprietary Information Agreement. A breach of security or confidentiality is regarded very seriously and could lead to termination of employment.

## 8. Validity

Please read this offer of employment carefully before you agree to its terms by signing it. The offer sets forth certain important benefits, terms and conditions related to your employment with Ollosoft.

The hard copy of the offer will reach you in due course. On the day of your joining, you will be required to return the duplicate copy of offer letter duly signed for our records.

Yours sincerely



**Rohit Bansal**  
Founder - CEO  
Ollosoft Technologies Pvt. Ltd.

## DECLARATION

I, \_\_\_\_\_ agree with all the above terms and conditions of employment with Ollosoft. I also confirm that I have read, understood and agree to comply with the Proprietary Information Agreement, Code of Ethics & Business Conduct and Personal Data Transfer. I shall commence employment with effect from \_\_\_\_\_.

Signature:

Date:

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*Offer letter for Ms. Aditi Jaiswal*

**APPENDIX:****Compensation & Benefits**

1. All entitlements given below are applicable after you have joined Ollosoft. The entitlements are subject to company policies / procedures / guidelines that may be issued / modified from time to time. All perquisites and benefits including reimbursements are subject to Income Tax provisions, which may be applicable, including taxation on perquisite value.

Your Compensation details is as follows:

Base Salary : Rs **10,000**/- per month.

**Joining Formalities:**

You are requested to report at the following address to complete your joining formalities,

**Ollosoft Technologies**

417, mansarovar plaza, madhyam marg

Mansarovar Jaipur

At the time of your joining, you would be required to bring the originals and submit 2 copies each of the following testimonials.

**1. Educational Qualification**

- a) SSC / Class X
- b) Graduation – degree certificate and marks cards of all years / semesters
- c) Post-Graduation – degree certificate and marks cards of all years / semesters

## 2. Work Experience

- a) Experience & relieving certificates of your current and all your previous employers.
- b) Latest pay slip, appointment letter of your current employer and Form – 16.

3. In addition, you would be required to submit 2 passport size photographs in color.

The induction would be commencing at 9.30 am on your confirmed date of joining. We kindly request you to be on time for the same.

Prompt receipt of the above testimonials along with the personal data form and the other enclosures duly filled in would help us to complete the joining formalities seamlessly. Your co-operation is solicited in complying with the above.

4. As part of background verification you are required to produce

- a) Identity proof (Passport, Driver's license, PAN card, Ration card, Voter ID card).