



Appointment Letter

30 January 2021

Abhinav Batra
#1920, Patri Mohalla
Jagadhari, Haryana

Dear Abhinav Batra

This has reference to your application and subsequent interview you had with us for employment at **QUARKXPRESS PUBLISHING R&D (INDIA) PRIVATE LIMITED**. We are pleased to inform you that you have been selected for the position of **Senior Software Engineer 1** on the following terms and conditions:

1. (a) Your **Cost to Company** is INR.1,400,000 /-p.a. The break-up of emoluments is as per Annexure A.
(b) You will be based at our office in Mohali, and are requested to report for your duties on 08 March 2021 at 10:00 a.m.
2. You will be required to submit to our HR a set of documents, etc. (as per Annexure B) at the time of reporting for duty and hence you are advised to come prepared accordingly.
3. You are required to submit a received/accepted/E-mail copy of resignation letter from last employer, within a week of receipt of appointment letter, failing which our offer of appointment shall stand withdrawn. In case of fresher/Campus recruit, you are required to submit the consolidated mark sheet or provisional degree at the time of joining.
4. If the terms and conditions offered herein and the Service Agreement are acceptable to you, please return the acceptance copy (attached) to the undersigned duly affixing your full signature on this page and all the pages of the enclosed Service Conditions Agreement.
5. Your employment, of course, is contingent upon Quark's pre-employment screening process, including the completion of background and reference checks.

We wish you a successful career with us.

For **QUARKXPRESS PUBLISHING R&D (INDIA) PRIVATE LIMITED**

Deepti Gautam Tewari

Director of Global HR

Encl. : i) Service Conditions Agreement
ii) Annexure A & B
iii) Acceptance copy

I have read and understood the above terms and conditions of employment and I accept them.

(Employee's Signature)

Annexure A

Name: Abhinav Batra

Designation: Senior Software Engineer 1

With effect from 08 March 2021, you will be eligible for salary, allowance, and other benefits as under:

	Per Annum in INR.
Basic	560,000
House Rent Allowance	224,000
Leave Travel Concession	140,000
Higher Education Allowance	100,000
Office Maintenance Allowance	108,000
Other Allowance	173,877
Net Annualized Salary	1,305,877
Provident Fund	67,200
Accident & Medical Insurance *	
Gratuity **	26,923
Cost to Company (CTC)	1,400,000

* Based on average cost per employee.

** Gratuity is payable as per the Payment of Gratuity Act.

Please Note:

Any tax liability arising out of salary payment, any other reimbursement of expenses by the company will be the sole responsibility of the employee.

Please note that your remuneration package is confidential between you and the Company. You are advised not to discuss your salary with any other employee of the organization. Any query with respect to the remuneration should be addressed to HR only.