



TaskUs India Private Limited

CIN: U74999MH2019FTC318980

Registered Office: 18th and 19th Floor, Tower-9, Gigaplex IT Park, MIDC,
Plot No 1 I.T.5, Airoli Knowledge Park Road, TTC Industrial Area,

Airoli, Navi Mumbai, Maharashtra 400708, India.

Corporate Office: 6th Floor, C-21 Business Park, Pushp Vihar Colony,
Scheme No 131, Indore, Madhya Pradesh 452010

Website: www.taskus.com ; Email; hello.recruitment@taskus.com

Strictly Private and Confidential

Date: 05/01/2025

Dear **Vishal Guddu Singh**,

Subject: Conditional Offer for Employment

TaskUs India Private Limited (the “**Company**”) is pleased to offer you an opportunity for full-time employment in the position of Teammate. Your date of joining will be 05/01/2025 or such other date as may be decided by the company, per business requirement (“**Joining Date**”). In case of a change in the date of employment, you will be duly intimated, in writing. Your employment with the Company is subject to your joining on the Joining Date, failing which this letter of offer stands withdrawn with no liability on the Company to make any payments, compensatory or otherwise, as a result of such withdrawal. Your position, department, assignment, and work campaigns may undergo changes from time to time as per business requirements and management decisions.

You will be placed on probation for a period of three (3) months from the Joining Date to enable the Company to assess your performance, skillset, fitment, background check, and any other employment aspect. The detailed terms of your employment will be covered under the employment agreement to be executed between you and the Company on the Joining Date. By accepting this offer of employment, you hereby agree to execute an employment agreement with the Company upon joining the services of the Company.

You shall report to the **Team Leader** and are required to follow directions given by the person(s) occupying that position or as delegated. Your reporting relationship may undergo changes from time to time, as may be determined by the Company.

You shall report to the Company’s office at IND - Navi Mumbai - Dreamland (18th and 19th floor, Tower-9, Gigaplex IT Park, MIDC, Plot No 1 I.T.5, Airoli Knowledge Park Rd, TTC Industrial Area, Airoli, Navi Mumbai, 400708). The Company reserves the right to change the office location or relocate you, whether in India or abroad, as may be desired by the Company from time to time.



Your total all-inclusive annual compensation on a **Net Salary** basis will be INR ₹300,000.00 which shall include your basic salary, statutory components, and various allowances, which may be claimed in compliance with and subject to limits under the applicable tax laws and the Company's policies and practices. All payments by the Company shall be subject to statutory deductions and contributions. Any provident fund and/or pension fund contribution that the Company shall be required to make on your behalf shall be deducted from your compensation. Please refer to the remuneration schedule in **Annexure A** for more details on the same. The salary will be paid on a monthly basis. The Company may make changes to the payroll cycle at its sole discretion.

Your total all-inclusive annual compensation does not include the following;

*The above payout is subject to tax withholdings and deductions and is not deemed as reimbursements.

You shall observe and comply with the Company's rules, regulations and policies as may be amended from time to time.

Please note that this conditional offer for employment is contingent upon (1) successful completion by the Company of your background checks and may also conduct medical checks; (2) your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentiality or otherwise) with any prior employer, clients, principals, partners or others which in any way may limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer for employment; and (3) there being no pending claims, actions, suits or proceedings against you which might reasonably be expected to have an adverse effect on your ability to perform your duties hereunder and/or on the Company. (4) You link your PAN (Permanent Account Number) and your Aadhar number as mandated by government regulations and provide written confirmation along with proof to the company's People Operations team, before the cutoff date for the first pay cycle as communicated by the Payroll Team. Failure to link PAN & Adhar will result in a higher income tax deduction from your salary with a minimum deduction of 20%, which would be subject to change based on the applicable Income tax law. (5) UAN Activation: You activate your Universal Account Number (UAN) on the EPFO portal and provide written confirmation to the company. If you fail to activate your UAN, your salary for the first pay cycle will be held until the UAN activation is completed. In case of delay for more than 30 days from the date of joining, the company reserves the right to terminate your employment.

The Company reserves the right to withdraw this offer or terminate your employment without any obligation whatsoever in the event that it receives any negative background / medical check results or determines that any contractual or other obligation may limit your ability to engage in business activities for the Company or if you are found to be part of any pending investigation (whether judicial, quasi-judicial or otherwise).

If you wish to accept our offer along with the terms and conditions hereunder, please sign and return to the undersigned a duplicate copy of this letter along with the annexures within five (5) days from the date of this letter. This offer shall automatically lapse, without any further notice and liability on the Company, unless you confirm your acceptance and return to us a copy within the prescribed time. Upon your acceptance of this offer for employment and subject to successful completion of your background / medical checks by the Company, you will be required to join on the Joining Date or such later date as may be communicated to you by the Company.



Should you accept this offer, you are requested to provide the Company with copies of the documents as listed out in **Annexure B** (unless provided earlier). In case you fail to send any information/document that the Company requires or the information/document provided by you are found to be false, this letter will stand withdrawn and cancelled automatically, without any further notice and liability on the Company.

Please treat this letter, annexures and its contents as strictly confidential and do not disclose the same to any person or entity (except to your advisors, attorneys and accountants, for seeking their advice) without the Company's prior written consent. Your salary and benefits are confidential, and you should refrain from discussing it with other employees of the Company.

If you have any questions in relation to this offer, please contact the undersigned.

Yours sincerely,

TaskUs India Private Limited

Sign:

Name: Robin Sethi

Designation: VP, Talent Acquisition

Acceptance

I hereby accept the offer along with the terms and conditions of employment with TaskUs India Private Limited. I confirm that I am not breaching any terms or provisions of any prior agreement or arrangement by accepting this offer.

Signature: {{BigSig_es_::signer1:signature:dimension(width=65mm, height=16mm)}}

Name: **Vishal Guddu Singh**

Place: {{*field1_es_::signer1}}

Date: **05/01/2025**

Identification type: (Aadhar/Passport/Driving License) and no. {{*field2_es_::signer1}}



ANNEXURE A - REMUNERATION AND BENEFITS

Name: Vishal Guddu Singh			
Designation: Teammate			
Location: IND - Navi Mumbai - Dreamland			
	Salary Components	Per Annum	Per Month
	Basic Salary	186,000	15,500
	HRA	54,480	4,540
	Other Allowance	0	0
A	Total Gross Salary	240,480	20,040
	Statutory Bonus		
B	Advance Statutory Bonus	37,200	3,100
	Statutory Contribution		
	ESI - Employer Contribution	0	0
	PF - Employer Contribution	22,320	1,860
C	Total Statutory Contribution	22,320	1,860
D	TOTAL FIXED SALARY (A+B+C)	300,000	25,000
	Variable Allowances*		



	Annual Performance Bonus (% of Total Gross Salary)	0	0
E	Total Variable Allowances	0	0
F	TOTAL NET SALARY - CTC (D+E)	300,000	25,000
	Other Components		
	WFH Allowance*	0	0
	Transport Allowance*	18,000	1,500
	Gratuity (4.81% of Basic Salary)	8,942	745
	Medical Insurance Premium	5,611	468
	Term Life Insurance Premium	677	56
	Accident Insurance Premium	435	36
G	Total Other Components	33,665	2,805
H	TOTAL COST TO COMPANY - TCC (F + G)	333,665	27,805
	Monetized Benefits*		
	NextGen Scholarship (for Employee's Children)	25,000	2,083
	Leave Encashment (up to 15 day of Gross Salary)	10,020	835
I	Total Monetized Benefits*	35,020	2,918



J	TOTAL YEARLY REWARD VALUE (H + I)	368,685	30,724
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***Notes:**

1. Employee's total all-inclusive compensation on a cost-to-company basis includes basic salary, other allowances, and statutory contributions, which may be claimed subject to limits and in compliance with the applicable tax laws and the Company's policies and practices
2. Variable allowances, other components, and monetized benefits are payable based on prevailing company policies, provided solely at the discretion of the company management, and subject to change
3. Variable allowance is estimated as per designation and the CTC structure
4. WFH Allowance or Transport Allowance (anyone is payable) is estimated based on eligibility, reporting location, and work site status
5. Insurance premiums are estimated as per market conditions and revisions by the insurance providers
6. NextGen Scholarship reimbursement is estimated based on the program's applicability criteria
7. Leave encashment is estimated for a leave balance of 15 leave days as of the work anniversary
8. Premium payments like overtime, and holiday pay shall be administered per the India employee handbook
9. Net salary payout is subject to statutory, tax, and any other applicable deductions

TaskUs India Private Limited

Employee

Sign:

A handwritten signature in blue ink, reading 'Robin Sethi', with a horizontal line underneath.

Name: Robin Sethi

Designation: VP, Talent Acquisition

Sign:

{{BigSig_es_.signer1:signature:dimension(width=65mm, height=16mm)}}

Name: **Vishal Guddu Singh**

Place: {{*field1_es_.signer1}}



Annexure B
List of Documents

1. 2 recent passport-sized photographs
2. Relieving letter issued by your most recent employer
3. Copy of most recent passport
4. Relevant educational certificates
5. Last 3 months salary drawn payslips
6. Permanent Account Number (PAN) (For statutory purpose only)
7. Provident Fund UAN (For statutory purpose only)
8. Aadhar card (For statutory purpose only)
9. Bank Account Details (For salary purposes only)
10. Emergency contact address with mobile number (For safety reasons)