



Offer of Full Time Employment (Strictly Private and Confidential)

Hello Swati Singh,

On behalf of **AndGate Informatics Pvt. Ltd.** ("the Company"), I am very pleased to offer to you the position of "**Lead Verification engineer**", subject to the following terms and conditions:

1. Your employment shall always be subject to the policies and procedures of the Company, as maybe implemented and amended from time to time and subject to all agreements made under the authority of those policies and procedures as may be applicable to your position.
2. Your will be on probation period from **Dec. 15, 2025**.
3. Your normal place of work is at our head office (Noida). You shall provide all services as are customarily performed by employees in your position in a professional and diligent fashion in accordance with all instructions and requests. All results and proceeds related to your work and services provided here under to the Company shall be vested in the Company.
4. Your annual remuneration is payable at monthly intervals by direct deposit to a specified bank account.
Please find the details of your compensation and bonus structure outlined below.
 - **Total Annual CTC:** INR 30,00,000 (subject to statutory deductions) (divided into 12 monthly payments)
 - Your CTC will be revised after 1 year depends on performance basis.

In addition, your salary and performance will be reviewed formally each year. Pay statements will be delivered electronically. Details regarding how to access your secure Day force HCM earning statement will be shared during your on boarding.

AndGate Informatics Pvt. Ltd. also offers a bonus plan for its employees, dependent upon the Co-operative reaching its financial objectives, as well as upon the individual's performance towards their goals and objectives. Bonuses are payable at the sole discretion of the Company, and the Company reserves the right to amend or terminate the bonus plan at any time in the

future without prior notice. You will be eligible for a pro-rated ADAPT (Achieving Development and Personal Targets) annual discretionary bonus of 5% less statutory deductions. Bonus payments, if any, will be made after results for the fiscal year are fully closed.

5. If you required travelling for client interview, mileage to locations other than your customary and designated work place is reimbursable in accordance with company policy. Mileage to your customary and designated workplace is deducted for the purpose of mileage calculation and reimbursement entitlements.
6. The Company offers a wide range of benefits to our employees. You are eligible for Company benefits applicable to your position and in accordance with the terms of the Plan. You shall be entitled to receive medical benefits (extended health, dental, vision and life insurance) on the same terms as other personnel of the Company. Your health benefits will commence upon date of hire. All benefit coverage is subject to the terms and conditions of the existing policy documents and any amendments or alterations to such policies as may be made. The Medical benefits shall be started from the day of deployment at the customer site.
7. The vacation period for the Company runs from January 1st through December 31st ("leave year*") annually.
8. In addition to your regular vacation entitlement and Company paid holidays, you will also be eligible for one (1) float day, to be taken at times satisfactory to the Company, after three (3) months of employment.
9. Corporate Social Responsibility is a very important part of our culture at **AndGate Informatics Pvt. Ltd.** You can take one (1) paid day to volunteer at a legitimate event held by or for a recognized charitable organization each year. For details, please contact your local HR representative.
10. You agree you have a fiduciary obligation to the Company, and you agree that during your term of employment and thereafter you shall not disclose, use or obtain any personal benefit from any Confidential Information of the Company, which you may acquire during the course of your employment or allow any other person to do so, without the prior written authorization of the Company. Confidential information shall include but not be limited to names or lists of customers, potential customers or users, price lists, costs, profits, sales information and manuals, marketing plans, strategies and research.

11. During the term of your employment with the Company you shall devote the whole of your time, attention, and ability to the performance of your duties and responsibilities. You agree that you shall not work or provide services either directly or indirectly or have an interest in any business which is similar in nature to the business of AndGate Informatics Pvt. Ltd. or in any way competitive with the business of AndGate Informatics Pvt. Ltd., during your employment term with the Company without the prior written consent of the Company. In addition, you shall use your best efforts to promote the interests of the Company. It is agreed that breach of this clause shall be cause for termination.
12. You hereby agree that, in the event you voluntarily resign from the Company, you will provide at least two months written notice of your resignation to the Company in case you are at client project at the time of resignation. In the case of bench period the Notice Period shall be 1 Month. The Company may waive such notice in whole or in part, and your resignation would then become effective upon such earlier date as elected by the Company, and the Company shall have no obligation to make any further payment to you other than salary and any other statutory entitlements earned to the effective termination date.
13. This employment offer is conditional upon the satisfactory results of a minimum of three (3) employment/personal reference check verifications conducted by the Human Resources department, as per HR Policy.
14. **AndGate Informatics** is an equal opportunity employer and values diversity in our workplace. **AndGate Informatics** Accessible Employment Policy and other accessibility policies are available through HR and on our Gateway Intranet site.
15. In the case of third-party deployment at customer site, you will need to follow the process, guidelines, compliances and company policies applicable at the customer site.

P.S. Salary break up will be shared as per mutual agreement.

Leave*: The company follows **22 working days per month** (excluding weekends and holidays). Employees are entitled to **1 Casual Leave per month (12/year)**, **6 Sick Leaves per year**, and **1 Earned Leave per quarter (usable at the quarter's end)**. Casual and Sick Leaves **cannot be carried forward to next year**. All leaves require **prior written approval**; unapproved or excess leaves will be **Leave Without Pay (LWP)**.

If you are working at client location then you have to follow the client's calendar.



Bench Policy & Exit Conditions:

If you come to bench during the client's project due to personal reasons, the following conditions will apply:

- You cannot leave the company without serving the 2-month notice period.
- During bench period, the company will pay you only the bench cost (25% of your CTC).

The probation period ranges for **6 months**.

AndGate will deploy you to customer in case you failed to join the customer or early exit it will be considered as absconding.

IN CASE OF FAILING TO FULLFILL THE COMPANY POLICY ANDGATE WILL HAVE RIGHT TO TAKE LEGAL ACTIONS AGAINST YOU AND YOUR NEW ORGANIZATION.

If the foregoing is acceptable, please indicate your acceptance of this offer of employment and the terms and conditions that govern your employment by signing and dating a copy of this letter. We are pleased to have you as a member of our staff and looking forward to challenging and rewarding association.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Rajendra'.

(For AndGate Informatics Pvt. Ltd.)

I accept this offer on the above terms and conditions.

Candidate's Signature..... Date.....