

OFFER CUM APPOINTMENT LETTER

Candidate ID: C268964

Date: Dec 29, 2023

Chaitanya Gupta

Flat No – 702, Block -E1A,
Samridhi Apartment, Sector
18B Dwarka, South West Delhi -
110078

chaitanyagupta759@gmail.com

Congratulations! **Chaitanya**,

With reference to your application and subsequent interview with us for a career in our organization, we are pleased to inform you that you have been selected for employment in our organization as **“Software Engineer I”** based out of our office in **Delhi**.

We take this opportunity to thank you and sincerely appreciate your decision to join Chegg. You are requested to join us on or before **July 10, 2024**, beyond which this offer would stand ipso factonull and void.

Your compensation would be as outlined in **Annexure I**.

Prior to the date of joining, you would be required to furnish copies of all documents desired by the Company. Please note that the submission of all the documents is mandatory to facilitate joining, background verification / validation and appointment process.

This offer will be valid subject to successful clearance of a pre-employment background check conducted by Chegg. Your cooperation is solicited in this regard to enable us to complete the necessary pre-employment check on time and enable you onboard us.

The general terms and conditions governing your employment are outlined in **Annexure II**.

As confirmation of your acceptance, please read the term and conditions of employment and acknowledge them online.

Any change in the date of joining needs to be communicated to the concerned recruiter at least one week in advance.

Regards,

Neha Kumar

Authorized Signatory
Chegg India Private Limited

Chegg India Pvt. Ltd.

Regd Add: 401, Baani Corporate One, Jasola, New Delhi – 110025, India, Ph. No: +91-11-4180 2240
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Annexure I

SALARY STRUCTURE

Name : **Chaitanya Gupta**
Designation : **Software Engineer I**
With effect from : **July 10, 2024**

Salary Structure		
Salary Annexure		
	Annual (INR)	Monthly (INR)
SALARY COMPONENTS		
Basic Salary	7,50,000	62,500
House Rent Allowance (HRA)	3,75,000	31,250
Special Allowance	3,75,000	31,250
Gross Salary (A)	15,00,000	1,25,000
Retirals (B)		
Provident Fund	21,600	1,800
Potential Payout (A+B)	15,21,600	1,26,800

All salary components shall be governed by the Company Policies, Statutory guidelines and would incur Statutory Deductions.

Neha Kumar

Annexure II
GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Probationary period

- 1.1. Initially you will be on probation for three months, from the date of employment as stated in the Appointment Letter. Employee's probationary employment may be terminated by the Company at any time and even before the expiration of the probationary period, in accordance with the applicable procedure, for any just or authorized cause or for failure or inability to meet the prescribed standards.
- 1.2. In case your performance is not found satisfactory then your probation will be extended to maximum extent of six months or your services shall be liable to be terminated with or without Notice or salary in lieu of notice.
- 1.3. After the end of probationary period, the Employee shall be considered as a permanent employee unless instructed or notified otherwise.

2. Working Hours

- 2.1. The Employee will be governed by the normal working hours as existing in the Company and stated in Company Policies.
- 2.2. As per business requirement of the Company, Employee may be required to work in shifts or otherwise or provide on call support, outside the regular working hours or during weekends or public holidays. Any additional remuneration (if any) shall be paid under the applicable Company Policies.

3. Place of Work & Mobility:

- 3.1. Your primary place of work shall be as mentioned in the Appointment Letter
- 3.2. Your services are liable to be transferred/assigned to any department/section or division or the company anywhere in India or outside India and/or to any office or any its Affiliates, Group Company, member concern or sister concern of the organization, existing or likely to come into existence. You will be obliged to accept any job assigned by the company.
- 3.3. During the overseas assignment, which also include deputation / transfer to the Group Company, the Company will facilitate all necessary immigrations permits, like business or work visa, residence permits etc. The Employee shall be governed by the terms and conditions of the deputation letter or any other letter issued in that regard.

4. Remuneration & its Deductions

- 4.1. Please refer to Annexure I of this Agreement.
- 4.2. The Employer reserves the right and the Employee irrevocably authorizes the Employer, at any time during the Employee's employment, or in any event upon termination, to deduct from the Employee's salary and/or any other monies due to the Employee, an amount equivalent to any of the followings:
 - 4.2.1. any overpayment of salary, remuneration or other payment made to the Employee during the course of this employment.
 - 4.2.2. the amount of un-served days of notice period
 - 4.2.3. any cost of repairing any damage to or loss of property of, fines or charges imposed upon or any other loss sustained by the Employer or any third party, caused by the Employee's breach of contract or breach of the Employer's rules or as a result of the Employee's negligence or dishonesty; and
 - 4.2.4. cost of unreturned Company's property at the time of termination of Employment.
 - 4.2.5. Any other outstanding amount due to Employer.

- 4.2.6. The Employer will be entitled to make necessary deductions (for taxes and any other statutory requirement) in accordance with the applicable laws before disbursement of Employee's salary.

5. Job Duties

- 5.1. The Employee hereby agrees and undertakes to perform various duties to the best of his/her skills and abilities including the following:
- 5.1.1. To promote the interests and welfare of the Company.
 - 5.1.2. To conform to and comply with the Company's Policies and such directions and orders as may from time to time be given by the Company.
 - 5.1.3. While the Company follows a five-day work week, the Employee hereby agrees to work flexible working hours to meet business needs & demands.
 - 5.1.4. The Employee may be required to work such additional hours as may be necessary for the proper performance of his/her duties.
 - 5.1.5. The Employee may from time to time be required to carry out such other reasonable duties as the Employer may decide, without additional remuneration, should this be necessary to meet the needs of the business.

6. Termination & Notice

- 6.1. During the Employee's probationary period, this employment may be terminated by either Party after giving one week's notice to the other.
- 6.2. After the Employee's probationary period, this Agreement may be terminated by providing two-month notice. The two-month notice period may be waived off in lieu of salary at the sole discretion of the employer.
- 6.3. The Company has zero tolerance for employee's misconduct, misbehavior, harassment, fraud or any other criminal and/or punishable offense. Thus, the Company may terminate as per convenience in case of any of such cases.
- 6.4. The retirement age is 60 years as per Company Policy, the employment will automatically terminate without notice on his attainment of the retirement age.
- 6.5. **Effect of Termination:** Upon termination of the employment the Employee shall, immediately deliver to the Company all assets, documents, books, data, materials, records, correspondence, papers and information relating to the business or affairs of the Company or its business contacts.

7. Right to search

- 7.1. The Employer reserves the right to search employees or any of their property held on the Employer's premises, at any time, if the Employer believes that the Employee is under the influence of Alcohol or restricted Drugs or carry a weapon, which could be hazardous to the other employees and occupants of the premises or if it believes that an employee may have committed a criminal offence.

8. Intellectual Property Rights

- 8.1. The Employee shall forthwith disclose to the Company all such inventions, discoveries, and improvements or copyright works or any other Intellectual Property Rights made, developed or discovered by him/her (whether alone or with any other Person or Persons) at any time whether before or after the date hereof, but during his/her employment with the Company and within six months after termination. The Employee hereby waives all his/her rights, including moral rights, on any copyright work originated, conceived, written or made by him/her (either alone or with others) during his/her employment with the Company and

he/she agrees that all such information and materials shall belong to and be the absolute property of the Company

9. Confidentiality and Data Protection

- 9.1. The Employee acknowledges that during the course of the employment with the Company, the Employee will have and will continue to have access to Confidential Information of the Company and/or Affiliates and/or received by the Company from third parties, thus the Employee agrees that he/she shall forever hold the Confidential Information in confidence and shall not improperly use or disclose any Confidential Information or trade secrets of the Company, The employee further confirms that He/she shall not publish, disclose or disseminate, any time, to any Person or competitor of the Company/ Affiliates
- 9.2. The Employee voluntarily consents to the holding and processing of personal data provided by him/her to the Employer for all business purposes relating to his/her employment.
- 9.3. The Employer confirms and warrants that the Company would maintain the Data provided by the Employee and would store and process the same in accordance with the applicable laws.

10. Governing Law and Dispute Resolution

- 10.1. This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of India and the courts at Delhi shall have exclusive jurisdiction.

For all purposes of this Agreement and the Clause mentioned herein, the "Company" and "Employer" shall be Chegg India Private Limited including its Affiliates and Group Companies.

ACCEPTED



Chaitanya Gupta
December 29, 2023