

KARAN BHARTI

Candidate Declaration

I hereby declare that I have carefully read and clearly understand and agree that:

My Profile:-

- a) The information provided by me on my profile/resume is true to the best of my knowledge and I am not withholding any information, and this can be supported by documents as required.
- b) I am not pursuing any professional education/courses (CA/CA Inter, BCA/MCA, BBA/MBA, B tech/M.tech, BSC/MSC, BA/MA, LLB/LLM, CS, ICWA, CFP, CFA etc.) now. (Yes/No)
- c) I have not participated in any of the competitive exams (Bank POs, Government Jobs, and Defense Services etc.) in the last three months. (Yes/No)
- d) "Are you currently part of any business venture? (Yes/No)" If yes,  
Please specify \_\_\_\_\_

Job Profile:-

- a) The role and responsibilities that I would be required to perform have been shared and explained to me. I understand and agree that I may be moved within or to other processes as per business requirement.
- b) I understand that the processes support work across various global time zones and my shift timings could change as per business / process requirements. I agree to work in any Shift Timings accordingly (for future).

Leaves/ Attendance:-

- a) I will be entitled to 37 leaves (EL- 12, CL-10, SL-15) for every full calendar year of service as applicable at the office locations, in accordance with the company policy. These leaves will be credited to my leave account proportionately during the year in line with the company's norms. For detailed information regarding the leave policy, I understand that I should refer to the company's employee handbook.
- b) Leaves during the first 3 months of employment are not encouraged as this can affect the training / performance.
- c) All leaves must be applied through (Approval System/App/Email). The employee shall fill up a leave application after approval from Hr or Project Head.

Career Progression:-

- a) I will be eligible to apply for career progression through Internal Job Postings after performing for 12 months in the current role. I have understood that 12 months is an eligibility criterion and not an entitlement for progression.
- b) Progression is a factor of performance and not tenure.
- c) Career Growth in the organization will be based purely on my performance and conduct, and not educational qualification / experience prior to joining Scriza Pvt. Ltd.

General:-

- a) My appointment at Scriza Pvt. Ltd. is subject to a mandated detailed background verification check conducted by the Company its own or with the help of an external agency. In the event of any background checks being negative / discrepant, the Company shall be entitled to terminate my services with immediate effect.
- b) It is my responsibility to familiarize myself with Company policies by going through the Employee Handbook and clarifying any doubts with HR Department.

The above-mentioned guidelines are subject to change at the sole discretion of the management.

I declare that all information given by me during my recruiting process is accurate and complete to the best of my knowledge. I understand that in the event of the information being found to be false, misleading, or incomplete anytime in the future, it could lead to immediate dismissal of my services.

Candidate Name:

*Karan*  
Employee Signature:

Date.....17.10.25

09/2024

Name:-	KARAN BHARTI	Designation:-	Associate Full Stack Developer
Department:-	IT Department	Location:-	Noida

## ANNEXURE A- COMPENSATION AND BENEFITS DETAILS

A) Monthly Salary (INR.)	Components	Yearly	Monthly
	Basic	63547.00	5296.00
	HRA	31774.00	2648.00
	Conveyance Allowance	19200.00	1600.00
	Leave Travel Allowance	9996.00	833.00
	Special Allowance	87306.00	7276.00
	<b>Gross Monthly</b>	211823.00	17652.00
B) Annual Benefit (INR.)			
	Company's Contribution of PF	7626.00	636.00
	Performance Allowance	6355.00	
	Bonus	5294.00	
	Gratuity	3057.00	
	Innovation Incentive	51000.00	
C) Variable Compensation (INR.) (On Achievement of 100% Goals)		9532.00	
D) Annual Cost to Company (INR.) ( A+B+C )		2,94,685.00	
E) Deduction (Monthly)			
	Income Tax	0.00	
	PF	636.00	
	Loans And Advances	0.00	
	Retention Money	0.00	
	Professional Tax (If Applicable)	0.00	
	<b>Net Salary ( A-E )</b>	204192.00	17016.00

## • Retention Money :-

- A predetermined Retention Money will be deducted from the salary every month during the probation period.
- This will be credited back with salary after successful completion of probation (11 months).
- If the employee resigns or is terminated before completing probation, the Retention Money will not be refunded.

## • Professional Tax:- Applicable according to State.

Surya Pratap Singh  
HR – Talent Acquisition

For and on behalf of  
Scriza Pvt. Ltd.



Karan  
Employee Signature:

Date: 17/10/25

KARAN BHARTI

APPENDIX B – DISCIPLINARY RULES

The following may be considered acts of gross misconduct (the list is not exhaustive), which may result in dismissal:

- a) Hiding company information or giving false details.
- b) Theft of property belonging to the Company, its employees or clients.
- c) Fraud against the Company or employee or its clients.
- d) The receipt or use of funds or other assets in exchange for confidential information, or the performance of illegal acts.
- e) Disloyalty or serious breach of confidentiality or security.
- f) Misuse of Company assets like Documents, computer laptop, mobile, sim card or internet site and software e.g. excessive access of non-work-related software.
- g) Verbal or physical abuse of employees of the Company or its clients.
- h) Willful damage to property belonging to the Company or employee or its clients.
- i) Serious breach of the Company's code of ethics.
- j) Employees are not permitted to work on external projects or freelance assignments without prior approval from the company. If found doing so,
- k) Serious negligence, which causes unacceptable loss, damage, or injury.
- l) Harassment on the grounds of sex, race, caste, religion, or disability of fellow employees, or any other person while on Company business.
- m) Conviction by a court of law for a serious criminal offence, which brings the Company into disrepute.
- n) Benefiting directly, or indirectly, from secret/illegitimate profit arising out of Company business/interests.
- o) Unauthorized use or sale of alcohol or drugs on Company property.
- p) Any action could adversely affect the image or reputation of the Company.

Karan

Employee Signature:

Date... 17/10/25

**KARAN BHARTI**

**Resignation Policy:-**

- Employees must serve a 90-day Notice Period.
- On resignation, 1 month salary will be held, which will be released with **Full & Final Settlement (FFN)**.

If An Employee do not complete the full notice period-

- **Pay in lieu**- If An Employee resign without serving the full notice period, the company reserves the right to recover the salary for the unserved portion from your Final Settlement (FFN).
- You may request to shorten your notice period or propose an earlier exit. However, the company is not obligated to accept this request.
- The company reserves the right to relieve the employee anytime within the 90 days at its discretion.
- Proper **handover** of projects, files, and assets is mandatory.
- Employees working on **specific projects** must complete work and provide **proper documentation & handover** before leaving.
- If a project is left incomplete, **project cost** will be deducted from the employee's dues/salary.

**Exit & Final Settlement:-**

- **Exit Interview** is mandatory.
- Relieving letter and experience certificate will be provided only after **proper handover**.
- The employer may settle any **outstanding dues** (such as loans, penalties, or other liabilities) or recover damages from the employee's final settlement.
- **Full & Final** Settlement will be processed by HR & Accounts **within 30–45 days**.

**Next steps:-**

Please sign below at the designated place and return the entire original signed offer letter and all other signed documents (keeping one enclosed original copy for yourself) to confirm your acceptance of the terms mentioned in this letter.

**KARAN BHARTI** I look forward to your acceptance of this offer and the valuable contribution we expect you will make to Scriza Pvt. Ltd. If you have any questions about this offer, feel free to contact me.

Yours sincerely

Surya Pratap Singh  
HR – Talent Acquisition

For and on behalf of  
Scriza Pvt. Ltd.

*Karan*

Employee Signature:

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KARAN BHARTI

**Termination of Employment:-**

During the period of probation as set out in this letter, your employment may be terminated at any time. After confirmation, information will be delivered in person or by email.

The company reserves the right to terminate your employment without notice or payment in lieu of notice should you be guilty of misconduct or negligent in your duties. Furthermore, if you undertake employment for remuneration outside the company without prior permission from the company, you may be liable for dismissal without notice.

In the event of your continuous absence for a period of 3 consecutive working days or more, without permission from management for the same, you shall be deemed, without prejudice to the company's rights and remedies, to have abandoned your employment with the company. Such abandonment of the contract of employment shall be deemed as repudiation of the contract of employment by you and not as a termination of the service by the company. Resignation from the company is a sensitive matter. Should a situation arise when you decide to part ways, we strongly encourage you to first discuss the decision with your immediate manager. It is also important that you treat the intent of your separation confidentially between your immediate manager, HR and yourself. While it may not be your intent, but public information of your resignation before the company has a chance to plan an alternative can be detrimental to business. Keeping your intent to resign confidential alleviates the impact on the company business.

Salaries are confidential in Scriza Pvt. Ltd. and the company expects you not to discuss the same with colleagues. The company reserves the right to terminate your employment without notice or payment in lieu of notice should you be found guilty of discussing or divulging your salary details with anyone other than your business leader or company HR.

This offer and your continued employment by Scriza Pvt. Ltd. are contingent upon the satisfactory completion of reference and background checks. We will begin our reference process including a salary and background verification and confirmation of all information you provide on the application form. Please note that current employer information is required to be verified as part of this process. Nothing stated in this letter or in any of our prior discussions regarding the terms of your employment will serve as an employment contract or a guarantee of continued employment. Your employment with the company is entered into voluntarily. You and the company have the option of terminating the relationship at any time, with or without cause. This letter supersedes all prior discussions and agreements.

*Karan*

Employee Signature:

Date.....17/10/25

KARAN BHARTI

09/2024

**Proprietary information**

By accepting this offer, you are also acknowledging your continuing obligations to Scriza Pvt. Ltd. with respect to confidential or proprietary information and trade secrets to which you may have access, and work product that may be developed, in connection with your employment with Scriza Pvt. Ltd. This would include, but not be limited to, information as to the identity of Scriza Pvt. Ltd. personnel and their rates of compensation, identities of Scriza Pvt. Ltd. clients and prospects and their consulting needs and Scriza Pvt. Ltd. specialized methods and other similar items.

- The Employee, on joining the Company, undertook to stay in employment of the Company for notice period to the Company in case he/she wants to leave the company, in consideration of which, the Company is charging the cost from the salary for the unserved portion from him/her Final Settlement (FNF).

**Confidentiality and Non-Disclosure:-**

As part of your normal duties, you may obtain or have access to confidential information concerning the Company. Under no circumstances should this information be used except for purposes directly related to furthering the Company's business objectives, and only within the scope of your delegated authority. Upon leaving the Company, all confidential information and materials in your possession must be returned, and confidentiality must continue to be maintained. If you are ever in doubt as to whether certain information is confidential, you must seek approval from your manager and/or Company management before any disclosure.

**Probationary Period:-**

All employees of Scriza are subject to complete an Eleven-month probationary period beginning upon the commencement date of employment. During this period of Eleven months, your performance will be reviewed and if found satisfactory, the appointment will be confirmed on completion of the probationary period, however formal confirmation letter will be issued. Depending on the outcome of such evaluation, if your performance is not as per the expectation, your probation period cannot be extended by a period of Eleven months which will be formally communicated to you. Required input and support will be provided by the organization to help you come up to the expected standards of performance. There will be periodic reviews to assess your progress. At the end of these Eleven months there will be a review and if the performance is satisfactory, you will be confirmed. In case the performance remains below the expectation levels then the case would be termination of employment or demotion of position as per the terms of appointment.

**Pre-employment Requirements:-**

This offer and your continued employment are contingent upon the satisfactory completion of reference and background checks, and, if applicable, the submission of proper authorization to work in India. Once we receive written acceptance of this offer, we will begin our reference process, which includes background verification and confirmation of the information you have submitted through supporting documents. Your current employer information will be verified as part of this process.

Karan

Employee Signature:

Date.....17.10.25

- **Employee Engagement Benefits:-** The Company will organize at least one annual party or group trip for team bonding and motivation.
- **PF Benefits:-** You will become a member of the Company's Provident Fund Scheme. The Company's contribution to the Provident Fund Scheme will be included in the monthly remuneration applicable to you.
- **Loan and Advance:-** A candidate who has completed 5 continuous years in the organization is eligible for loan and advance benefits

**Appraisal & Performance Review:-**

- Performance Review will be conducted once in every **12 months**.
- Performance will be reviewed through 360-degree feedback.
- **Review Cycle:** April to June every year.
- **Effective Date:** Changes effective from **April**.
- **Minimum Increment:** At least a **10% increment on Basic Salary** is mandatory for all employees.
- Additional increments and benefits will depend on performance review results.

• **Appraisal Criteria:**

- Target Achievement
- Attendance & Discipline
- Innovation & Contribution
- Teamwork

Karan

Employee Signature:

Date.....17/10/25

KARAN BHARTI

This position is exempt from overtime. The annual CTC remuneration for this position is **Rs. 2,94,685.00/-** payable over 12 months. This would include the company's and Employees' contribution to the Employees' Provident Fund. The details of remuneration applicable to you are annexed herewith. You are also eligible to participate in 2 types of Incentive Plan, First monthly basis and second yearly basis. Monthly basis incentive plan is designed specifically to reward individual for best performance, the yearly basis incentive plan is designed specifically to reward individual for achieving 100% targets.

You must be employed and not under notice at the time the Incentive payments are made to qualify for payment.

\*\*Scriza Pvt. Ltd. reserves the right to change or cancel the incentives plan at any time.

**Office Hours & Leaves:-**

Our usual office hours are of 9-hour duration every day, Monday to Saturday, with 30 min normally allowed for lunch and 30 min for evening break.

**Leave:-**

You will be entitled to 37 leaves (EL- 12, CL-10, SL-15) and maternity and paternity leaves as stipulated in the company's leave policy as applicable to your designated office. You will find complete details on the leave policy, as well as other HR policies, in the Employee Handbook, which you'll be able to access after joining us.

**Benefits:-**

You will be eligible to participate in Scriza Pvt. Ltd.'s comprehensive package of benefit plans as applicable to Scriza employees. These plans include incentives, bonus, gratuity, pf, medical, life, disability, and other insurance programs as well as an array of work/life effectiveness policies and programs. The company reserves the right to revise the benefit plans if required in the future, and the same would then get applied to you.

- **Gratuity:-** An Employee will complete 4year 8months continue service in same organization than they will be eligible for gratuity benefits.
- **Bonus:-** Once a year, based on performance and company profit.
- **Innovation Incentives:-** Revenue sharing if company benefits from an employee's idea/project. Innovation incentive will be awarded only after management review and approval, subject to successful implementation and measurable contribution to the company's growth.
- **Referral Incentive:-** If an employee brings a new project or business lead, referral incentive will be paid within 45 days after project completion.
- **Performance Allowance:-** Performance allowance will be paid every second month based on the employee's performance review.
- **Variable compensation:-** Variable compensation will be paid upon achieving 100% of goals/Target consistently over the last 12 months.

*karan*  
Employee Signature:

Date.....*17/10/25*

# SCRIZA

EMP Id: SCZ/NOIDA/TECH/2501-0204  
Mr./Ms. KARAN BHARTI,

GSTIN : 09ABICS9865M1Z8  
CIN : U74999RJ2022PTC082624

April 01, 2025

Dear KARAN BHARTI

I am pleased to confirm the terms of our offer to you to join **Scriza Pvt. Ltd.** You are being offered a role of "Associate Full Stack Developer" in the **IT Department** with an anticipated start date of **April 01, 2025**, and your annual CTC is **Rs. 2,94,685.00/-**. You will work in our **Noida** office at **Ground Floor, Logix Park, A-4-5, A Block, Sector 16, Noida, Uttar Pradesh 201301**. This offer will be automatically revoked in the event of your not joining by the start date indicated above.

**Scriza Pvt. Ltd. and you – Partnering for Success:-**

At Scriza Pvt. Ltd., we invest in our people through our Partnering for Success (PfS) performance management program. PfS reflects our belief that your professional growth helps drive Scriza Pvt. Ltd.'s overall business success, and that performance success requires a plan. PfS helps you understand what Scriza Pvt. Ltd. expects from you in your role and what you can expect from Scriza Pvt. Ltd. in return.

Our PfS cycle includes the following key milestones:

- **Goal setting:-** Within your first 30 days of employment, together, we'll set specific performance and development goals for you to achieve in the current year. These goals will be designed to help you grow in your career while directly supporting Scriza Pvt. Ltd. goals in the four quadrants of our business scorecard: Financials, People, Process and Clients. Then, at the beginning of each calendar year, you will set new goals for the current year.
- **Mid-year:-** Partway through the year, we'll review your progress against these goals, gather feedback and plan development activities that will support your career.
- **Year-end:-** At the end of the year, we'll formally look back and determine your progress toward achieving your goals and other performance criteria.

When warranted, salary adjustments and promotions are effective on April 1 of each year. Shortly after joining us, please take time to review the many facets of PFS on Scriza Pvt. Ltd.

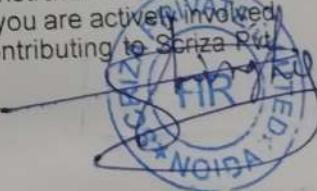
**Career development:-**

Scriza Pvt. Ltd. approach to career development encourages the kinds of behavior, demonstration of core values, and mastery of knowledge and skills that set us apart from the competition. It ensures that you are actively involved in planning your growth at Scriza Pvt. Ltd. and that you develop professionally while contributing to Scriza Pvt. Ltd.'s success.

• **Rewards:-**

• **Scriza Pvt. Ltd. rewards philosophy aims to:-**

- Align employee contributions with business goals.
- Maximize individual, team and company performance.
- Reward for motivate and performance.
- Attract and retain the best individuals.



Karan

Employee Signature:

Date... 17/10/25