

Mr./Ms. Kiran Shivanand Tatager  
2025

Date : 13 October

Address: Hampi pg, Vijayanagar 13 th main bangalore ,

Date Of Joining: 25-Aug-2025

NextWebi IT Solutions Pvt. Ltd. (the "Company") is pleased to offer you employment on the terms and conditions set out in this letter and its attachments. By signing this letter agreement, you represent and warrant to the Company that you are under no contractual commitments inconsistent with your obligations to the Company.

In addition, the following terms and conditions contained in the following annexure to this letter apply to your employment with the Company, as detailed below.

**Annexure A** contains the salary and allowances, on a Cost-to-Company basis, that will be paid to you.

**Annexure B** has a list of documents to be provided by you to the Company at the time of joining.

## **1. Appointment**

1.1 You shall be offered a position of Software Developer Trainee with effect from 25-Aug-2025

1.2 This offer is valid if accepted on or before 25-Aug-2025 in writing.

1.3 Your ordinary place of work will be the Company's premises located at Bangalore, India. The Company may, after giving you reasonable notice, transfer or assign your services to any place of business of the Company that may presently be operating, or which may subsequently be acquired or established, in any part of India or overseas or elsewhere as may be directed by the Company from time to time. The Company may also dispatch you to any work or assign your services to any associate company, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client or vendor premises based in India or overseas. While deputed to work at other locations, whether belonging to the Company or any other entity, you will adhere to the policies and practices applicable at such locations.

1.4 Your employment with the Company is contingent upon the satisfactory outcome of the pre-employment screening activities including background checks, reference check of former employment/s but not limited to background checks as may be deemed right by the company. Please be advised that Company's policy provides that misrepresentation of an individual's qualifications, credentials etc in securing employment at the Company may be grounds for termination of your employment with immediate effect without notice. You should provide all necessary documents and all reference contacts to the Company no later than two weeks from your joining.



## 2. Probation:

2.1 Your employment will initially be on a probationary basis. The probation will be for a period of six months commencing from your date of joining specified in 1.1 above. On completion of the Probation Period, the Company may, on a review of your performance during the Probation Period, confirm your employment, extend the Probation Period or terminate your employment with the Company.

2.2 During the probation period you must obtain the prior approval of your reporting manager and the designated human resources personnel before taking any annual leave. You must inform the Company by no later than your prescribed work timing or as soon as reasonably practicable thereafter, if you are absent from work by reason of sickness, accident, injury or such other cause beyond your control.

2.3 During your probation period, you shall at all times abide by the company's probation guidelines available at company portal/site as amended from time to time.

2.4 Notwithstanding any other provisions of this letter, during the Probation Period your employment may be terminated at any time by the Company with or without notice or payment of salary in lieu thereof.

## 3. Remuneration, Expenses and Deductions:

3.1 Your Cost to Company (CTC) during the probation period will be **Rs. 120,000/Year (One Lakh Twenty Thousand Only)** as shown in Annexure A to this letter. Joining which is subject to your joining us on or before 25-Aug-2025.

3.2 Unless otherwise expressly stated or necessarily implied, salary and allowances accrue from day to day and shall be payable in equal monthly installments in arrears on the last working day of each calendar month.

3.3 The Company's practice is to review salaries annually and any increases in salary will be subject to your performance and the Company's discretion. The Company may, from time to time, also revise your salary structure and allowances shown in Annexure A.

3.4 Your salary and allowance payments will be subject to income tax deduction at source as per applicable tax laws.

3.5 You will be paid or reimbursed previously approved expenses properly incurred by you exclusively while performing your duties on behalf of the Company, subject to your producing receipts in respect of such expenses when requested by the Company, and subject to your compliance with the Company's policies relating to such expenses.

#### **4. Annual leave / holidays:**

4.1. Unless otherwise stated in the Company's leave policy, you will be entitled to 12 days of paid leave in the aggregate each calendar year (i.e., the period that runs from January to December), in addition to the normal public holidays declared by the Company and 5 days of sick leave /casual leaves per calendar year. Such leaves can be taken in accordance with the company's leave policies as amended from time to time and you shall and hereby undertake to all times abide by company leave policies or guidelines specified or as amended from time to time.

4.2. Your annual leave shall accrue monthly pro rata and unused annual leave may only be carried forward to the next calendar year in accordance with the provisions contained in the Company's leave policy. Unused sick or casual leave may not be carried forward.

4.3. You must obtain the prior approval of your reporting manager and the designated human resources personnel before taking any annual leave. You must inform the Company by no later than your work shift timing or as soon as reasonably practicable thereafter, if you are absent from work by reason of sickness, accident, injury or such other cause beyond your control.

4.4. In the event the aggregate annual leave taken by you exceeds your entitlement at the date of termination of these terms and conditions, such excess shall be correspondingly deducted or repaid by you to the Company, for each day of excess annual leave taken by you as on the date of such termination. The amount due to be repaid or deducted shall be based on your cost-to-Company remuneration for the calendar month immediately preceding the date of such expiry or termination.

#### **5. Other Benefits:**

5.1. You will be entitled to medical benefits under the Company's group medical insurance policy subject to its terms and conditions from time to time.

5.2. The Company shall be entitled to deduct your contribution to provident fund at the rate of 12% of basic pay or such other percentage as required under applicable law and contribute such amounts on your behalf to the said scheme or plan in accordance with its terms and as may be required in accordance with applicable law.

5.3. On completion of your one year of your permanent job role you will be eligible to get your yearly bonus which is based on your performance and company growth.

5.4. Details of each of the above benefits are set out by and can be obtained from the Company's HR Department.

5.5. The Company reserves the right to unilaterally terminate or substitute any benefit or amend the scale of benefits including the level of benefits at any time.



5.6. If any benefit provider (including but not limited to any insurance company) refuses for any reason (whether based on its own interpretation of the terms of the insurance policy or otherwise) to provide any benefits to you, the Company shall not be liable to provide any such benefits itself or any compensation in lieu thereof.

## **6. Duties and Responsibilities:**

6.1. You agree to devote your full time, attention and abilities exclusively to your duties with the Company during working hours and such additional hours as your duties shall reasonably require, and act in the best interests of the Company at all times during the course of your employment with the Company.

6.2. You will be employed in such a position as is specified to you by the Company in the covering employment letter and shall report to such a person as may be specified by the Company from time to time.

6.3. You agree to perform all acts, duties and obligations and comply with such directions as are assigned to you by the Company from time to time.

6.4. The Company may require you to undertake the duties of another position, either in addition to or instead of the above duties. These regular and additional duties may be subject to such restrictions as the Company may from time to time reasonably and in its sole discretion direct.

6.5. During your employment you shall undergo such technical or other training as is directed by the Company, either within the Company or outside, provided that the cost of such training shall be borne by the Company. Nothing contained herein shall create any right in favor of you to be selected for or provided with any training.

6.6. The policies of the Company, as amended from time to time (the "Company Policies/ guidelines"), will be provided or intimated to you post joining the Company and you shall at all times comply with such Company Policies. The terms of the Company Policies shall govern your employment except insofar as they are clearly inconsistent with the terms of this letter and its attachments. Any initial interpretation of the provisions of the Company Policies and the terms of this letter shall be made by the HR Department of the Company. Any disagreement on such interpretation shall be finally resolved by the person designated by the company for this purpose.

6.7. Your normal working days will be from Monday to Saturday and normal working hours will be as intimated by the Company from time to time. However, the Company reserves the right to change your start and finish times and designated workdays. You may also be required to work additional hours either if specifically requested to do so by the Company or if the proper performance of your duties so requires.



## **7. Termination:**

7.1. You may terminate your employment with not less than two months' written notice. Provided, the company reserves the right to waive or reduce the notice period or payment of salary in lieu thereof. This contract will be for 12 Months of joining date.

7.2. The Company may terminate your employment with not less than two months' written notice or payment of cost-to company salary in lieu thereof.

7.3. Your resignation will become effective and final notwithstanding the fact that your communication of acceptance does not reach the Company. However, in case any disciplinary proceedings are either contemplated or pending against you, the management will have the right not to accept your resignation.

7.4. It is understood that your engagement with the Company has been offered to you on the basis of the particulars submitted by you in your application for employment. If at any time it should emerge that the particulars furnished by you are false or incorrect or if any material or relevant information has been suppressed or concealed, then without prejudice to any other right or remedy available to the Company, your engagement will be considered ineffective and irregular and will be liable to be terminated unilaterally by the Company, in its sole discretion, forthwith and without any notice.

7.5. Notwithstanding any other provisions of this letter, the Company may unilaterally terminate your employment, forthwith and with immediate effect, upon giving you prior written notice for any of the following reasons (hereafter referred to as "Termination for Cause").

- a. If you become bankrupt or make any composition or enter into any deed of arrangement with your creditors;
- b. If you are guilty of any serious or persistent default in connection with or affecting the business of the company or any parent, subsidiary, affiliate or partner company or any client or customer, or if you willfully neglect to carry out your duties hereunder or commit any material breach of the terms of this letter;
- c. If you engage in conduct, tending to bring you or the Company or any parent, subsidiary, affiliate or partner company or any client or customer into any disrepute, including conduct involving any form of moral turpitude;
- d. If you are or become of unsound mind;
- e. If you are arrested for, charged with or convicted of any criminal offence, any offense involving any financial dealings or the laws regulating to dealing or trading in securities in any country, or any offence relating to the improper or illegal use of information technology or confidential information in any country;



f. If you are in breach any of the terms and conditions of your employment, including this letter, the Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement or any provisions of the Company Policies or guideline, including violation of the leave policy by taking unauthorized leave.

7.6. In the event of Termination for Cause, the Company shall have no further obligation to pay any amounts to you, other than amounts accrued and due to you as on the date of such termination.

7.7. Any delay or forbearance by the Company in exercising any right of termination shall not constitute a waiver by the Company.

7.8. Any warrants, stock options or similar instruments or rights that have been issued or granted to you, either in the Company, or in any parent, subsidiary, affiliate or partner company and that have not been exercised by you prior to the termination of employment for any reason shall automatically lapse and shall not be exercisable by you after the date of termination of employment.

7.9. In the event of termination of your employment with the Company, you must complete all pending assignment(s) to the satisfaction of the Company, before your services are released. However, the Company reserves the right to require you to not attend work or not undertake all or any of your duties of employment during any period of notice (whether given by you or the Company), provided always that the Company shall continue to pay your salary and contractual benefits for such notice period.

7.10. Upon termination of your employment with the Company for any reason, you shall comply with each of the following obligations.

7.10. Upon termination of your employment with the Company for any reason, you shall comply with each of the following obligations.

a. You shall not make any untrue or misleading oral or written statements about the Company, or any parent, subsidiary, affiliate or partner companies or their business, customers or employees, directors or shareholders;

b. You shall not represent or permit yourself to be held out as being in anyway connected with or being interested in the business of the Company, except as a former employee of the Company for the purpose of communicating with prospective employers or complying with any applicable statutory requirements or otherwise;

c. You shall not use the name of the Company or any other name capable of confusion therewith in any dealings with any third parties on your own account or on behalf of any other person;

d. You shall immediately return to the Company in accordance with its instructions all Confidential Information, Company Inventions, equipment, correspondence, records, specifications, software, disks, models, notes, reports and other documents and any copies thereof and any other property belonging to the Company or its parent, subsidiary, affiliate or partner companies or their business, customers or employees (including but not limited to the keys, vehicles, credit cards, computer equipment and passes) which are in your possession or under your control;

e. You shall, if so required by the Company, confirm in writing that you have complied with your obligations.

e. You shall, if so required by the Company, confirm in writing that you have complied with your obligations.

7.11. Upon termination of your engagement with the Company a final payment and release of all claims settlement shall be set up by the Company and provided to you. The final payment shall be subject to any deduction by the Company of any outstanding loans or other amounts demonstrably due from you, or any withholding or deduction from any validly accrued statutory payments (to be made to you), such as gratuity, that are so withheld or deducted by the Company, due to you being found guilty of gross misconduct or such other reason as stipulated or permitted under the law relevant to such statutory payment.

7.12. Retirement: Employees would retire from the job on the last working day of the month during which they would attain 58 years of age. For this purpose the official record of the date of birth with the company will be the same as specified by the employee at the time of joining.

## **8. Miscellaneous:**

8.1. Your obligations, including in connection with confidentiality, inventions and ownership, exclusivity and no solicitation are as specified in the 'Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement' executed by you. The obligations, terms and conditions set out in the Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement are and shall form an integral part of this letter and the terms and conditions of your employment with the Company.

8.2. You shall indemnify and hold the Company harmless from and against any loss arising out of or relating to any misrepresentation or breach of any covenant, warranty, undertaking or obligation specified in this letter, including any obligations specified in the Company Policies.

8.3. The various provisions and sub-provisions of this letter are severable and if any provision or sub-provision or identifiable part thereof is held to be invalid or unenforceable by any court of competent jurisdiction then such invalidity or unenforceability will not affect the validity or enforceability of the remaining provisions or sub provisions or identifiable parts thereof in this letter.

8.4. The terms of your engagement with the Company are governed by and shall be construed in accordance with laws of India, and you submit to the exclusive jurisdiction of the courts at Bangalore.



8.5. Section headings are inserted for convenience only and will not affect the construction of this letter or any of its attachments.

8.6. This letter together with its annexure contains the entire agreement between yourself and the Company and supersedes all prior agreements between yourself and the Company.

8.7. The obligations and provisions contained in this letter, other than those specified in clauses 1,2 (other than the provisions on termination),3,4,5 and 6 and the obligations and the provisions contained in the Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement shall survive any expiry or termination of your employment with the Company.

8.8. While you render services to the Company, you will not engage in any other gainful employment, business or activity without the written consent of the Company. While you render services to the Company, you also will not assist any person or organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company

8.9 Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement: You will be required, as a condition to your employment with the Company, to sign the Company's standard Employee Confidentiality, Non-Competition, Non-Solicitation and Assignment of Inventions Agreement, which would be provided at the time of joining.

8.9. This letter hereto contains all of the terms of your employment with the Company and supersedes any prior understandings or agreements, whether oral or written, between you and the Company.

We hope that you find the foregoing terms acceptable. You may indicate your agreement with these terms and accept this offer by signing and dating both the enclosed duplicate original of this letter and the enclosed Employee Confidentiality, Non Competition Non-Solicitation and Assignment of Inventions Agreement and returning them to us. If not accepted in writing this offer will expire at the close of business on 25-Aug-2025. The Enclosed list of documents in Annexure [B] are requested to be submitted to HR at the time of joining. We look forward to you starting on or before 25-Aug-2025.

If you have any questions, please contact the concerned HR personnel.

Sincerely yours,

A circular purple stamp for "NEXTWEBI IT SOLUTIONS PVT. LTD. BANGALORE" with a handwritten signature "Ajay Kumar" over it.

Nandini Sandireddy

HR Manager

Nextwebi Management - Human Resources department. Bangalore, India.



#### Declaration

By my signature below, I hereby confirm that I have read the letter and its attachments and their terms and conditions carefully, that this letter and its attachments contain the terms and conditions of my employment with the Company, and that all such terms and conditions are fair and reasonable and are accepted and agreed to by me.

\_\_\_\_\_ ( Mr./Ms. Kiran Shivanand Tatager)

Date: 25-Aug-2025



## Annexure B

## List of Documents required at the time of Joining:

You are requested to bring the following original certificates along with one set of copy (A4 size only). These documents are also essential to obtain a Visa when you may be required in the future to go abroad on business/ work. So it would be in your interest to ensure that they are all in place at the time of joining the organization.

Document Required ( Originals along with 1 set of photocopies )	Check list
1. Certificates & Mark sheets of 10th & 12th classes	
2. Mark sheets of all College / University qualifications (all semesters)	
3. Degree / Provisional / Course completion Certificate of all College/University qualifications	
4. Tax Computation Sheet /Form 16 for the current year	
5. Relieving letter & latest 3 months pay slip of previous companies	
6. A soft copy of the passport size photograph (in JPGE file) and 5 hard copies	
7. Four wheeler driving license (if already obtained)	
8. Two PAN copy	
9. Passport	
10. Aadhar Card	

