



Suchitra Singh
Ghaziabad, 201001 (UP)

Dated: 16th Feb 2020

Dear Suchitra

On behalf of Einn Software Private Limited, I am pleased to offer you the position of Trainee for your B. Tech. Industrial Internship in the company. You will be reporting to me. During this training period you shall be given a stipend of INR 10000 based on your performance.

After successful completion of the training, you will become eligible for full-time exempt position in the company. The annual Cost To Company (CTC) for this full-time exempt position will be INR 4.2 lacs after successful completion of the probation period. During the probation period, which shall typically be six months, your compensation shall be INR 15000 per month.

In addition, the company also provides you the accident and medical insurance as per the company guidelines. After successful completion of probation period, all our employees are eligible for the profit-sharing plan of the company, which pays up to 10% of your base salary annually, based on the company profits and six monthly performance evaluation of the employee.

You will be required to sign the Intellectual Property Rights Assignment Agreement as a condition of your employment. Additionally, at the time of joining, you will be required to sign a standard Non-Disclosure Agreement to protect classified proprietary information and declarations related to agreement with Einn's Ethics and No-Conflict-of-interest-Policy.

We feel that you will grow into an important contributor to Einn's success and we look forward to having you join our company. Upon acceptance of our offer, please sign and return this letter to me. If you have any questions regarding the details of this offer, please contact me.

We would like you to join us by 17th February 2020. This offer will be valid until February 21st, 2020. At the time of joining, you will be required to provide name of two references for the purpose of verification.

Yours Sincerely,

A handwritten signature in blue ink that appears to read "Kanchan Gautam".

Kanchan Gautam
(Director)

Website: www.einn.co.in

Tel: +91-120-7161683

Email: admin@einn.co.in

CIN: U72900UP2018PTC111421

2123, Hanna Tower, Gaur Saundaryam Techzone-4, Greater Noida, Gautam Budha Nagar-201009, UP, India

Compensation and Benefits

The breakup of your annual Cost to Company is as given below:

Head	Monthly (in INR)	Annual (in INR)
Basic Salary	12,000	1,44,000
Flexible Benefit Plan	18,000	2,16,000
Variable Incentive Plan	5000	60000
Total Cost To Company	35000	4,20,000

Various benefit schemes provided by Einn are described next. Coverage under these schemes may be subject to certain requirements or limitations. Company reserves the right to amend any benefit given in this document, without prior notice.

Flexible Benefit Plan: Under Flexible Benefit Plan (FBP), an employee can choose the amount allocated to one or more of the following benefits each year, based on his/her personal needs.

- House Rent Allowance (HRA)
- Daily Allowance
- Medical Expenses
- Leave Travel Expenses
- Reimbursement for Professional Development
- Residential Telephone
- Medical Insurance Policy Purchases
- Conveyance

Finance would announce dates (each quarter) when the original proof of above expenses can be submitted. The adjustment of Income Tax would be done each quarter based on the prevailing Income Tax laws from time to time. Please note that the income tax treatment related to any of the elements of the FBP could change based on the emerging/changing legal provisions applicable.

Variable Incentive Plan (VIP): The incentive payable is based on the details given in each year's Variable Incentive Plan and is based on the performance against pre-defined goals. A minimum of 6 months of service in the financial year is required for plan participation. The award will be prorated based upon the number of months as a participant in the financial year. No minimum is guaranteed. The incentive would be payable only to the employees on the rolls of Einn Software on 30th April and 31st October of the financial year subject to achieving the predefined goals.

Profit Sharing Bonus (PSB): Employees become eligible for this six monthly profit sharing bonus payment if they are employed at Einn Software for the full duration of six months of period under consideration. These six monthly eligibility periods are defined as:

- 1st April to 30th September

- 1st October to 31st March

Working Hours and Holidays: The normal working hours are between 9:00 a.m. to 6:00 p.m. Monday to Friday, with a 45-minute lunch break. There are 10 holidays per year. The company provides 18 days of Earned/Casual/Sick Leave per year (on a pro rata basis depending on number of months worked in the company in a year). Holidays and weekly offs are not counted as leaves as per Einn policy. Einn provides flexible working hours too.

Company Policies

Privacy and Confidentiality Agreement: On joining you shall be required to sign the standard Non-Disclosure Agreement:

- Privacy Agreement: You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.
- Conflict of Interest Policy: While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.
- Intellectual Property Right Assignment: You are required to sign an agreement assigning all rights in the intellectual property created during the term of your employment with Einn Software Pvt Ltd, to the company

Probation Duration: For the first six month of your joining, you shall be on probation, where in either side can terminate the employment with a one day notice. After, successful completion of probation period, you shall be given a confirmation letter.

Termination Conditions: The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you a notice of one month or paying the basic salary in lieu of the notice. You shall be required to service a notice period of one month on resignation.

The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.

PS: Please bring the following along with you on the day of your joining:

- Passport size photographs (4 copies) - For Personnel Records.
- Educational Certificate Copies - For Employee Records
- Copy of Relieving letter from current employer - For Employee Records.
- Work Experience details (supporting documents) - For Employee Records.
- Dates of Birth - To enable us to procure Medical insurance coverage for you.
- Form-16 from Previous Employer - I-T Formalities.