



26-11-2021

Dear Mushtaq,

Congratulations! It is our pleasure to offer you the position of **Admissions Counselor - Inside Sales (Inside Sales)** at Grade **G1** with **upGrad Education Private Limited**.

upGrad is committed to building the careers of tomorrow by delivering the best learning experience at scale. In this journey, our people are our greatest assets and we expect every upGrad team member to adhere to our core values of **Accountability, Speed, Passion, Integrity, Respect, and Excellence (ASPIRE).**

**Please find the specifics of your offer below:**

1. Your employment will be governed by upGrad Education Employment Agreement ("upGrad").
2. You will be based at our **Indiqube, Bengaluru, Karnataka, India** Office. upGrad reserves the right to change the location based on the business requirement. You will be a given prior notice period of one (1) week before such a change.
3. The standard work days would be for 5 days in a week on a rotational basis. Also depending on your deliverables, you will be required to manage your work hours/days to achieve your goals for the defined periods. The work timings may extend beyond the specified hours based on the Company's requirement. The company reserves the right to change workdays and hours of work at any time and as per exigencies of work.
4. **Compensation:**

a. **Fixed** component of CTC will be **INR 3,50,000**. This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).

b. Over and above the fixed Compensation, you shall be eligible for performance-based incentive upto **INR 400000** per annum on achieving specific targets, which will be paid as per the "Sales Incentive Plan". You may be eligible for additional incentives subject to your out-performance which is confirmed by the Company. The details of the Sales Incentive plan will be available on the common folder shared by HR. The actual payout of the incentive may vary depending on a number of factors, including but not limited to Company and/or individual performance, management discretion and the terms and conditions of the applicable Sales Incentive plan.

5. You are expected to join us on **31-01-2022**. In case of any change in the date of joining, it will be communicated over an email to you and/or your Training & Placement Officer, one week prior to the week of



joining.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ("Probation Period"). Confirmation of your employment is contingent upon your successful completion of the Probation Period.

7. Nothing in this agreement, shall restrain upGrad from rescinding this offer letter due to business decisions before the date of joining.

8. You will be required to submit to our HR a set of documents. (As detailed in Annexure II) at the time of joining.

9. You will be required to submit the Education Degree Certificate or a Provisional Certificate from your College/University within six(6) months of your date of joining ("Education Certificate Submission Period"). If you have not received the Education Degree Certificate or a Provisional Certificate within the above stipulated time, you will have to submit a written undertaking from the College within one (1) month of expiry of the Education Certificate Submission Period, that you have appeared for the final examination and are awaiting results. Failing to provide the required documents might result in extension of your probation period or termination of your employment on immediate basis at the discretion of upGrad.

10. By accepting this Offer Letter, you confirm that no examination of yours are scheduled within the first 90 days of the month of joining and you will not be requiring any leave during this period for the purpose of examination.

11. Post the above 90 days period, you will be eligible for the unpaid leaves for final examination only if approved by your manager in advance and if such leave application is not in contravention of the below condition:

Leave for examination purpose can be availed only for the following days

- I. 2 days prior to the first exam
- II. 1 day leave after the last day of the exam
- III. Maximum of 20 days' leave; provided the exam schedule is stretched to these many days

12. This offer letter is non-binding on either party till the execution of the employment agreement.

13. This Offer is subject to Successful background verification.

Please confirm acceptance of the appointment letter by signing and returning a copy. We would like to take this



opportunity to welcome you to the **upGrad** family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For UPGRAD EDUCATION PVT. LTD.

ACCEPTED AND AGREED:



Preeti Kaul

Mushtaq Rejowan

President - Human Resources

(Signature)

Annexure-I

Name: Mushtaq Mohd Rejowan

Department: Inside Sales

Designation: Admissions Counselor - Inside Sales

Grade: G1

Location: Indiqube, Bengaluru, Karnataka, India

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	1,22,500	10,208
HRA	61,250	5,104
Special Allowance	1,44,650	12,055
Provident Fund	21,600	1,800
<b>Fixed CTC</b>	<b>3,50,000</b>	<b>29,167</b>
Incentive Annual	4,00,000	
<b>Total CTC</b>	<b>7,50,000</b>	<b>62,500</b>

Note:



1. Term insurance of 10 lakhs if the fixed CTC is 7 lakhs or below. Term insurance of 20 lakhs if the fixed CTC is above 7 lakhs.
2. Mediclaim coverage of Rs. 5,00,000 for Self + Spouse + 2 Kids.
3. Group Personal Accident Insurance of Rs. 10,00,000.
4. The reimbursements will be subject to submission of Bills.
5. Failing to submit the bills for reimbursement, amount is still receivable but as a taxable component.
6. Tax will be deducted as per applicable slab rates.
7. The company would have the right to amend the salary breakup at any point of time – in line with its policies or governing regulations.
8. Your Compensation is subject to review, at the sole discretion of the Company, in accordance with Company's policies amended from time to time.
9. The Compensation review disbursement, if applicable, shall be determined and processed as per the company's policy.



## **Annexure-II**

### **Documents Required**

1. Proof of Age and Current Address (Passport / Ration Card / Driving License / Voter's Id / Aadhar Card, Leave and License Agreement, Telephone / Electricity Bill).
2. Permanent Account No. (PAN) / Copy of PAN application (in case PAN is not available).
3. Aadhar Card / Copy of Aadhar application (in case Aadhar is not available).
4. Education Documents (Graduation/Diploma Certificates/NOC and Mark Sheets).
5. Previous Employer's Resignation Acceptance or Relieving/Experience/Service Certificate for candidates with prior experience (if applicable).
6. Four (4) passport size colored photographs.