

## EMPLOYMENT AGREEMENT – Simplified Summary

1. **Date:** Agreement signed on **22 August 2025**.
2. **Parties:**
  - **Employer:** Zenith Marketing Solutions Pvt. Ltd., registered under the Companies Act, 2013, office at 8th Floor, Corporate Hub, Andheri-Kurla Road, Andheri (East), Mumbai – 400059.
  - **Employee:** Ms. Neha Sharma, daughter of Mr. Rakesh Sharma, residing at C-Wing, Flat 1502, Gardenia Complex, S.V. Road, Borivali (West), Mumbai – 400092.
3. **Appointment & Designation:**
  - Neha Sharma is appointed as **Junior Digital Marketing Executive**.
  - Initial posting at Company's Mumbai office.
4. **Date of Commencement:**
  - Employment begins on **1 September 2025**.
5. **Probation Period:**
  - **6 months probation** from joining date.
  - After successful completion, employment will be confirmed in writing.
  - Company can extend probation or terminate during probation with **1 week's notice**.
6. **Duties & Responsibilities:**
  - Managing social media campaigns.
  - Assisting in SEO/SEM activities.
  - Content creation.
  - Analyzing marketing data.
  - Devote full time and attention to the Company's work.
7. **Compensation & Benefits:**
  - Annual CTC: **₹6,00,000**.
  - **Salary Breakdown (Annexure A):**
    - Basic Salary: ₹25,000/month → ₹3,00,000/year.
    - HRA: ₹12,500/month → ₹1,50,000/year.
    - Special Allowance: ₹8,300/month → ₹99,600/year.
    - Gross Salary: ₹45,800/month → ₹5,49,600/year.
    - Employer's PF Contribution: ₹3,600/month → ₹43,200/year.
    - Gratuity: ₹1,202/month → ₹14,424/year.
    - Total Company Contributions: ₹57,624/year.
    - Deductions: PF (₹3,600/month, ₹43,200/year), Professional Tax (₹200/month, ₹2,500/year).
    - **Net In-hand Salary:** ~₹42,000/month → ₹5,03,900/year.
  - Salary is subject to statutory deductions (PF, Professional Tax, TDS).
  - Salary reviewed annually at Company's discretion.
8. **Working Hours & Leave:**
  - Monday–Friday, **10:00 AM – 6:30 PM**.
  - Leave entitlement as per Company policy, in compliance with the Maharashtra Shops and Establishments Act.
9. **Confidentiality:**
  - Employee must not disclose Company's confidential information or trade secrets during or after employment.
10. **Termination of Employment:**

- After confirmation: Either party can terminate with **1 month's written notice** or payment of 1 month's gross salary in lieu.
- Company may terminate immediately without notice for gross misconduct, insubordination, or material breach.

**11. Governing Law & Jurisdiction:**

- Governed by **Indian laws**.
- Courts in **Mumbai, Maharashtra** have exclusive jurisdiction.

**12. Signatures:**

- For Employer: **Aditya Verma**, Head of HR, Zenith Marketing Solutions Pvt. Ltd.
- For Employee: **Neha Sharma**.