

Offer of Employment

AI Engineer Position

October 28, 2025

AI-Powered Document Intelligence

Transforming the way you work with documents

Confidential & Proprietary

Dear Mohan K,

We are excited to offer you the position of **AI Engineer** with TextroAI. We believe your skills and expertise will be a valuable addition to our team, and we look forward to your contributions to our AI-powered intelligence platform.

This offer is contingent upon successful completion of a probationary period and is subject to the terms and conditions outlined in this letter.

1. Employment Structure and Compensation

Your employment with TextroAI will follow a structured progression designed to assess compatibility and performance while providing you with growth opportunities.

1.1 Phase 1: Trial Period (1 Month)

You will commence employment with a **one-month trial period** beginning on your date of joining. During this period, we will evaluate your technical competencies, work approach, team collaboration, and alignment with TextroAI's values and standards. This trial period allows both parties to assess mutual fit before proceeding to the internship phase.

1.2 Phase 2: Internship Period (6 Months)

Upon successful completion of the trial period, you will transition into a **six-month internship** with TextroAI if we are satisfied with your performance. Your stipend during this internship phase will be determined based on your performance, demonstrated capabilities, and contributions during the trial period. The stipend amount will be communicated to you in writing at the conclusion of the trial phase.

1.3 Phase 3: Full-Time Employment

Following the successful completion of both the trial and internship periods (total of 7 months), you will be offered a **full-time employment position** as AI Engineer with TextroAI.

Compensation Package:

- **Annual CTC:** ₹3,00,000 (Three Lakh Rupees per annum)
- **Monthly Salary:** ₹25,000 (Twenty-Five Thousand Rupees per month)
- Performance will be reviewed periodically, and compensation adjustments will be made based on your contributions, skill development, and value delivered to the organization

Important Note

The transition to full-time employment and the final compensation structure are subject to satisfactory performance throughout the trial and internship periods. TextroAI reserves the right to extend, modify, or discontinue employment at any stage based on performance evaluation and organizational requirements.

2. Duties and Responsibilities

You will report directly to **Ashik Jenly**, who will serve as your Reporting Manager and primary point of contact for all project assignments, performance evaluations, and professional guidance.

As an AI Engineer at TextroAI, you will be expected to:

- Perform all assigned duties with the highest standards of professionalism, technical excellence, and attention to detail
- Contribute to the development, optimization, and deployment of AI and machine learning solutions
- Collaborate effectively with cross-functional teams including product, engineering, and business stakeholders
- Maintain comprehensive documentation of your work, methodologies, and technical implementations
- Stay current with emerging AI technologies, methodologies, and industry best practices
- Comply with all organizational policies, procedures, quality standards, and professional guidelines established by TextroAI
- Participate actively in team meetings, code reviews, and knowledge-sharing sessions

Working Hours:

Your standard working schedule will be as follows:

- **Working Days:** Monday through Saturday
- **Office Timings:** 9:30 AM to 6:30 PM
- This position does not provide compensation for overtime or additional hours worked beyond standard office timings
- Flexibility may be required based on project deadlines, client requirements, or critical deliverables

3. Notice Period and Termination

3.1 Resignation Notice

Should you decide to resign from your position at TextroAI, you are required to provide notice in accordance with the following terms:

Full Calendar Month Notice Policy: If you submit your resignation at any time during a given month, you are required to continue working through the entirety of the following calendar month, with your employment ending on the last day of that month.

This notice period applies equally during the trial period, internship phase, and full-time employment.

3.2 Termination by TextroAI

TextroAI reserves the right to terminate your employment at any time with appropriate notice or payment in lieu of notice, particularly in cases of:

- Unsatisfactory performance or failure to meet expected standards
- Violation of company policies, procedures, or code of conduct
- Breach of confidentiality, non-compete, or other contractual obligations
- Organizational restructuring or business requirements

4. Non-Competition and Non-Solicitation

During your employment with TextroAI and for a period extending beyond your tenure, you agree to the following restrictions:

4.1 Customer and Business Protection

You shall not, directly or indirectly:

- Solicit, approach, or conduct business with any customer, client, or prospective client of TextroAI for the benefit of any competing organization, business, or your own independent ventures
- Divert or attempt to divert any business opportunities that rightfully belong to TextroAI
- Use any confidential customer information, business strategies, or market intelligence gained during your employment for purposes that compete with or harm TextroAI's interests

4.2 Employee Non-Solicitation

You agree that you shall not:

- Directly or indirectly solicit, recruit, or encourage any employee, contractor, or consultant of TextroAI to terminate their relationship with the company
- Induce or attempt to induce any TextroAI personnel to join a competing organization or venture
- Share employee contact information or internal organizational details with external parties for recruitment purposes

4.3 Client Engagement Restrictions

You further agree that during your employment and for twelve (12) months thereafter, you will not:

- Accept any offer of employment, consulting engagement, or contractual arrangement directly from any client or customer to whom you have been assigned during your tenure at TextroAI
- Engage with TextroAI's clients through alternative agencies, intermediaries, or independent arrangements to provide services similar to those provided during your employment

Violation of these provisions may result in immediate termination and legal action for damages incurred by TextroAI.

5. Confidentiality and Proprietary Information

5.1 Confidential Information Protection

As a member of the TextroAI team, you will have access to sensitive, proprietary, and confidential information critical to our business operations, competitive advantage, and client relationships. You acknowledge and agree that:

Confidential Information includes, but is not limited to:

- Proprietary algorithms, AI models, machine learning architectures, and technical implementations
- Source code, software designs, development methodologies, and technical documentation
- Customer data, client information, business relationships, and project details
- Business strategies, financial information, pricing structures, and commercial plans
- Employee information, organizational structures, and internal communications
- Trade secrets, research and development activities, and innovation pipelines

5.2 Confidentiality Obligations

You agree to the following terms:

- All confidential information is the exclusive property of TextroAI and must be treated with the highest level of security and discretion
- During your employment and for a minimum period of **twelve (12) months** following termination of employment for any reason, you will not use, disclose, reproduce, or disseminate any confidential information except as explicitly required for performing your assigned duties and with proper authorization from TextroAI
- You will not disclose confidential information to any third party, including family members, friends, professional contacts, or other organizations, without express written consent from authorized TextroAI management

- Upon conclusion of your employment, you will immediately return all documents, files, electronic data, devices, access credentials, and any other materials containing or related to confidential information
- You will not retain copies, reproductions, or derivatives of any confidential materials in any format (physical, digital, or otherwise)

5.3 Employment Contract Confidentiality

You expressly acknowledge that the terms of your employment contract, including but not limited to compensation details, performance metrics, employment structure, and any amendments or modifications thereto, are **strictly confidential**.

You agree not to disclose any details of this employment agreement to any individual or entity, including current or former employees, competitors, clients, or any third parties, except:

- As required by law or regulatory authority
- To your immediate family members or legal/financial advisors bound by professional confidentiality
- With express written permission from TextroAI management

Breach of Confidentiality - Financial Penalties

Critical Notice: Failure to maintain confidentiality, including unauthorized disclosure of employment terms, compensation details, confidential business information, or proprietary technical knowledge, will result in immediate termination and financial penalties.

You will be liable to pay TextroAI liquidated damages equivalent to **ten (10) months of your monthly salary** in addition to any other legal remedies and damages that TextroAI may pursue through appropriate legal channels.

6. Governing Law and Jurisdiction

This offer letter, upon your acceptance, constitutes the entire employment agreement between you and TextroAI, superseding all prior discussions, negotiations, understandings, or agreements, whether written or oral.

This agreement shall be governed by and construed in accordance with the laws of:

- **Republic of India** for all matters related to employment, taxation, and regulatory compliance

- **Republic of Singapore** for matters related to international operations and corporate governance as applicable to TextroAI's business structure

Any disputes arising from or related to this employment agreement shall be subject to the exclusive jurisdiction of courts in Chennai, India, or as otherwise mutually agreed upon by both parties.

7. Document Submission Requirements

At the time of joining, you are required to submit photocopies of the following documents. Please carry original documents for verification purposes:

7.1 Identity and KYC Documents

- PAN Card (Permanent Account Number)
- Aadhar Card or Valid Passport

7.2 Educational Qualifications

- Standard X (10th grade) mark sheet and certificate
- Standard XII (12th grade) mark sheet and certificate or equivalent qualification
- Degree certificate(s) for undergraduate/postgraduate programs (if applicable)
- Complete mark sheets for all semesters of your degree programs
- Any additional professional certifications or specialized training credentials relevant to the AI Engineer position (if applicable)

7.3 Additional Documents

- Recent passport-sized photographs
- Proof of current address (utility bill, rental agreement, or similar)
- Previous employment relieving letters and experience certificates (if applicable)

Failure to provide complete documentation may delay your onboarding process or result in withdrawal of this offer.

8. Professional Conduct and Workplace Standards

As a member of TextroAI, you are expected to:

- Adhere to all company policies, guidelines, and standard operating procedures as communicated through official channels
- Maintain professional, respectful, and collaborative relationships with colleagues, team members, management, and support staff
- Uphold TextroAI's values of integrity, innovation, excellence, and customer focus in all professional interactions
- Comply with the Non-Disclosure Agreement (NDA) and all confidentiality obligations throughout your employment and beyond
- Represent TextroAI professionally in all business contexts, including client interactions, industry events, and online presence
- Report any concerns, conflicts of interest, or potential policy violations through appropriate channels

9. Acceptance of Offer

This offer is valid for **7 calendar days** from the date of this letter. To accept this offer, please:

1. Sign and date both copies of this offer letter in the designated section below
2. Return one signed copy to TextroAI HR department
3. Retain one copy for your personal records
4. Confirm your anticipated joining date to facilitate onboarding arrangements

We are excited about the prospect of you joining the TextroAI team and contributing to our mission of delivering cutting-edge AI-powered intelligence solutions. Should you have any questions regarding this offer or require clarification on any terms, please feel free to contact our Human Resources department.

We look forward to welcoming you to TextroAI.

Sincerely,

Naveen V
CEO
TextroAI

Candidate Acceptance

I, **Mohan K**, have read, understood, and agree to accept the terms and conditions of employment as outlined in this offer letter. I confirm my acceptance of the position of AI Engineer with TextroAI.

Candidate Signature

Date of Acceptance

Print Name: Mohan K

Proposed Joining Date: 03/11/2025