

12/16/2021

Dear Samantha Fernandes,

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 **Mumbai** 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 workdays would be for 5 days in a week on a rotational basis (This is subject to change, depending upon the vertical or the business you are a part of). 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:**
 1. **Fixed Component** of CTC will be **INR 400000 (Four Lakhs Rupees Only)**. This will be disbursed to you as per company's current standard compensation plan (Annexure I attached).
 2. Over and above the fixed Compensation, you shall be eligible for performance-based incentive up to **INR 4,00,000 (Four Lakhs Rupees Only)** 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 made available to you once you join. 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 in the **MAY** month of the year 2022. With the aim of providing a smooth onboarding process, the date of joining will be accommodated only after your final examination. On the basis of the information provided by you or Training & Placement Officer regarding your examination dates, the exact date of joining will be communicated to you and/or your Training & Placement Officer two (2) weeks prior to the date of joining. At the time of joining, you shall confirm that you have attended all your examination and there are

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no pending examinations. Any discrepancy found in the information provided by you regarding your examination dates/pending examinations can lead to disciplinary action.

6. You will be on a probationary review during the first six (6) months of your employment with the Company ("Probationary 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. This offer letter is non-binding on either party till the execution of the employment agreement.
11. 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 upGrad family and look forward to have a long and mutually beneficial relationship.

With Kind Regards,

For upGrad Education Private Limited



Preeti Kaul
President – Human Resources

Received & Accepted



Samantha Fernandes
(Signature)

Annexure I

Name: Samantha Fernandes
Department: Inside Sales
Designation: Admission Counselor – Inside Sales (Inside Sales)
Grade: G1
Location: Mumbai

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Salary Head	Amount Per Month	Amount Per Annum
Basic	11,667	1,40,000
HRA	5,833	70,000
Special Allowance	14,033	1,68,400
Provident Fund	1,800	21,600
Fixed CTC	33,333	4,00,000
Variable		4,00,000
Total CTC	66,667	8,00,000

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.