

## Appointment Letter

Date:

Dear

We are pleased to offer you, the position of  
**Indian Edu Hub** on the following terms and conditions:

### 1. Commencement of the role

Your employment in the new role will be effective, as of

### 2. Job title

Your job title will be

### 3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

### 4. Place of posting

You will be posted at Bengaluru. You may however be required to work at any place of business which the Company has.

### 5. Probation Period

You will be in probation for            months from the date of joining the employment of Indian Edu hub.

### 6. Hours of Work

The normal working days are Monday to Saturday. You will be required to work for 9 hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00 AM to 07:00 PM and if necessary, for additional hours depending on your responsibilities.

Applicant Signature

Lunch Break will be from 1:00 PM to 1:45 PM & Evening Tea Break will be from 4:00 PM to 4:15 PM.

## **7. Attendance Policy:**

- Employees must log in and log out only from the office as per the HR system followed by the company.
- If you forget to log in or log out, you have 48 hours to request approval to correct the HR system records.
- Please note: If you forget to log in or log out more than twice, you will not be eligible for attendance credit.
- We will allow up to 3 instances of late logins (not exceeding 15 minutes). Any late login beyond this will be considered as half a day of leave.
- Late logins exceeding 15 minutes will incur a fine, calculated based on the number of minutes you are late.

## **8. Leave/Holidays**

- Sundays are fixed off.
- You are entitled for 1 paid sick/casual leave in a month after the probation period.
- The Company shall notify a list of declared holidays at the beginning of each year.
- You are responsible to inform the leave, a day before. Two days of Loss of Pay will be deducted from salary if you take leave without Notice & One day salary will be deducted if you have taken leave with notice apart from your paid leave.
- For Half day leave we will deduct your half day salary.
- We can consider 3 days of late log in (not more than 15 mins), more than 3 days of late login will be considered as half day leave.
- Late more than 15 minutes will be entitled for fine for the number of minutes late.

## **9. Nature of duties**

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

## **10. Company property**

You will always maintain in good condition Company property (Mobile Phone, Sim card, Laptop, etc.) which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## **11. Borrowing/accepting gifts**

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

Applicant Signature

## 12. Termination

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may resign your employment with the Company, without any cause, by giving no less than **1 month's prior notice**.
- Once you officially resign from the company, Your pending salary and incentives will be proceeded only after **45 days from your last working day**.
- You will not be provided experience certificate if you resign or get terminated by the company before your probation period ends.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you **are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company**.
- **On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.**

## 13. Confidential Information

- During your employment with the Company, you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.
- You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's Strategies, products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.
- At no time, will you remove any Confidential Information from the office without permission.

Applicant Signature

- Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.
- Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

#### 14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

#### 15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion.

All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### 16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of the High Court of Karnataka only.

#### 17. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

#### Schedule I - Compensation Details

##### Salary & Bonus Structure

Components	Monthly	Annual
Fixed pay		
Basic Pay		
HRA		
Conveyance Allowance		
Special Allowance		
Total		
Performance Incentives		
Cost to Company		

Applicant Signature

### **Salary & Bonus Structure**

Take home Salary

and Bonus depends on the management

Free Education Assistance for PG course from our partnering university and

**\*The company will decide the university. (Only after probation period)**

**The salary will be credited between the 8th and 10th of every month**

**We are glad to promote you, and look forward to receiving your acceptance and to working with you for better growth.**

Yours Sincerely,

**SEYED SHAHID**

**Founder of Indian Edu. Hub**

**Applicant Signature**