

24/02/2022

To,  
**Ankita Kumari,**  
**D/O: Rakesh Kumar,**  
**23, Nitibag Colony, Patel Nagar Sleg Road,**  
**Jamshedpur, Jharkhand - 831009**

**Subject: Offer Letter**

**Dear Ankita,**

Thank you for investing your time to pursue an opportunity with us at **Roushan Research International**. We are delighted in offering you an employment opportunity as **Senior Executive - Accounts** with Roushan Research International, Pune.

Your tentative date of joining will be **7<sup>th</sup> March 2022**. You are required to join us on or before but not later than the above mentioned date failing which this offer letter for employment will be subject to cancellation.

As an employee you will receive employee benefit that regular employees are entitled to, including, but not limited to health insurance, vacation or sick pay, paid holidays or participation in the company's retirement plan.

During the employment you will have an access to company's confidential business information. By accepting this employment offer, you acknowledge that you must adhere to the company's confidential policy which implies you will keep all business information including client information strictly confidential and not share it with anyone outside the company nor use it for your own benefits. In addition, upon conclusion of your employment, you must return all company owned properties, equipment and documents, including electronic mail or other information.

Following are the terms and conditions connected with your employment.

### **1. Compensation & Benefits:**

You will receive a total compensation package of **Rs. 240,240/-** per Annum. However, your compensation will be linked to the performance entitled incentives as per our employment performance linked incentive policy (EPLIP). The details of your performance linked incentive will be governed by your reporting manager and HR team will be sharing the KRA's and KPI's for you which will be reviewed by your reporting manager who will also be your mentor for the entire tenure of employment. You are expected to treat this information and any changes made therein from time to time as personal and confidential.

Apart from this you and your family will be entitled to a comprehensive health insurance and a personal accident insurance coverage under the group insurance medical and insurance benefit plan of the company from time to time.

### **2. Reporting**

You will report to **Mr. Manish Roushan**, founder and promoters of Roushan Research International or any of his appointed nominees.

### **3. Notice Period:**

The Notice Period applicable to you would be 30 days during the first six months of your employment and after six months of employment it would be 60 days.

You may quit the services of the company at any time with due notice or in lieu of salary thereof, just as the company may conclude its employment relationship with you at any time without assigning any reasons with due notice or salary in lieu thereof. The Company reserves the right to pay or recover salary in lieu of notice period and to relieve you before the expiry of the notice period.

### **4. Separation:**

On separation, (resignation or otherwise), you are required to immediately hand over to the company before you are relieved, all correspondence, specifications, formulae, books, documents, or records, etc., belonging to the company or relating to its business and shall not make or retain any copies of these items. You will also return to the company all the assets given to you for official and / or personal use as per the various policies / Schemes applicable to you as a part of your compensation & Benefits. This would not apply to those assets or items, which you may need to buy under any of the schemes introduced by the company and availed by you.

## **5. Employment conditions:**

Your services will be governed by general services as given below:

- a) **Working hours:** Terms and conditions related to working hours, leave etc., applicable for as per the company norms. Currently the applicable time is from **10 AM to 6 PM**, Monday to Friday. However, the right lies with the company to change the time if and when required depending upon the kind of work and assignment it would be executing.
- b) **Leave Policy:** You will be entitled for weekly off on Saturday and Sunday as per the current employment policy. However, if need arises, you may be required to work on your weekly-off days depending upon the work assigned to you.
- c) **Full Time Work:** Your position is a full time employment and you shall devote yourself as much time as you can to the business of the company. You will not take up any other work part-time or otherwise or work on advisory capacity or be interested directly or indirectly in any other trade or business without the prior consent in writing from the company during your employment with the company. The company reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of the company.
- d) **Code of Conduct:** You are expected to operate with the highest degrees of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interests of the company and will at no time, do or say anything which compromises the company's goals or reputation.  
  
In all matters not specifically provided for herein, you will be subject to rules and regulations of the Company as may be in force from time to time at the place where you may be working.  
You are expected to perform effectively to ensure achievement of required results and you will be required to work under the supervision of such officers as directed by the company from time to time.
- e) **Verification:** This appointment of employment will be subject to verification of the particulars given by you in your application / personal data form.
- f) **Posting:** You may be posted to any unit of the Company whether at present existing or which may be set up in future at any time and at any place in India or Overseas, from time to time. On such postings, you will be governed by the terms and conditions of service applicable to your category of staff employed in that unit.

## **6. Termination of Employment**

Your employment will be liable to be terminated at any time without notice and without assigning any reason whatsoever and without compensation.

The following activities will result in the immediate termination of the services without Notice

- If the management is not satisfied with your work or performance.
- In the event of Dereliction of duty.
- Irresponsibility.
- Unauthorized and/or continued absence from work.
- Negligence,
- Disobedience and for any other valid or sufficient reason as the management may deem fit.
- If at any time you are found violating the standards of conduct value systems, will result in termination of services without notice.
- If at any time it is found that you have made any false statement or produced false documents.

Non-Disclosure Agreement: “Company” for all purposes shall mean **Roushan Research International-**

- a. You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company, also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specific entrusted to you in writing.
- b. You will not undertake business of similar nature with any other client/customer or company during the period of your employment with this company.
- c. You will neither share your personal contact information with the client nor seek contact information from the client without the consent of the promoters/directors of the company. At the time of any event when you are asked to share the contact details, you can only share the corporate information listed on brochure or business cards.
- d. If, during the course of your employment with the company, you are provided with any company assets, you shall maintain the same in good condition and you shall return the items to this company prior to your ceasing to be in the employment of the company. Any liable to be withheld by the company if the said items so provided by the company's right to proceed against you as per the provisions of law.
- e. You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this company.
- f. During your employment with the company, you shall be subject to and have to abide by, the rules and regulations stipulated by the company. The company may, at its discretion, modify, from time to time, the rules and regulations, as it deems fit, without notice.

## **7. Force Majeure**

If by reason of any clause beyond the reasonable control of us when our organization will not be able to work or function hereto, including but not limited due to:

- a. Work stoppages, fires, riots, accidents, explosions, floods, cyclones, storms or any natural pandemics like COVID
- b. Wars, revolutions, acts of public enemies, blockages, embargos
- c. Any orders, proclamations, ordinances, demands or requirements for any government or authority or representative of any such government including restrictive trade practices or regulations
- d. Strikes, shutdowns, labour disputes which are not instigated for the purpose of avoiding obligations herein
- e. Failures and/or fluctuations in electric power, light, telecommunications or air-conditioning equipment

The organization may decide to cancel/postpone or alter this document at its sole discretion.

## **8. Post Joining**

You are required to submit to us the following at the time of your joining:

1. Photocopies of your educational qualifications (SSC,HSC, Diploma, Degree)
2. 2 passport size photographs
3. Copy of PAN Card, Driver's License, Passport and Voter ID if any
4. Document for Proof of Age, Identity and Address
5. Previous company offer letter, experience letter and relieving letter duly signed (If applicable).

We are very excited about the prospect of you joining our team at Roushan Research International. To assist you learning more about the company, please visit our website [www.roushanresearchintl.com](http://www.roushanresearchintl.com)

For **Roushan Research International**  
**ISHA KANWAL, Head – Operations & HR**



My signature below indicates my acceptance of the offer as outlined above.

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**Name of the Candidate**

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**Signature**

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**Date**