

Date: November 5, 2021

Ms. Srinidhi Yadla,
H.# 8-7-79, Plot #- 81, Shiridi Sai Nagar colony,
Hasthinapuram, Hyderabad – TS 500070

Sub: Letter of Offer of Employment

Dear Srinidhi,

You have successfully completed our initial selection process and we are pleased to make you an offer of permanent employment. This offer is based on your profile and performance in the selection and training process. You have been selected for the position of **“Trainee Technical Associate”**.

Your Total Compensation (TC) will be **Rs. 3,50,000/- (Three Lakhs Fifty Thousand Only)**

You are required to join the Company and shall report at our office on or before **8th November 2021**. You shall be provided with the Appointment Letter and details of your salary structure on the day of your joining.

TERMS & CONDITIONS

Aggregate Percentage Requirements:

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 70% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs, As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per Evoke selection guidelines. It is mandatory to declare the gaps/arrears/backlogs, if any, during your academic. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

RULES AND REGULATIONS:

Your services during your employment will be governed by the service rules and regulations which may be brought in force or amended from time to time, as applicable to all employees of the company as per the Employee Handbook.

You warrant and represent to the Company that you are free from any contractual restrictions or obligation, whatsoever, restricting you from accepting this offer or commencing your employment on the date of joining.

You undertake that you shall devote all work efforts exclusively to the Company and the furtherance of its interests. Any engagement in additional activities for remuneration or any

direct or indirect participation in other enterprises of any kind requires the prior written consent of the Company.

The Company's consent shall not be required for ordinary acquisitions of shares or other participation for investment purposes. Membership in the Board of Directors or supervisory board of other enterprises shall be subject to the Company's prior written consent. Any publications and lectures by you on topics relating to the Company's business or interests shall be subject to the Company's prior written consent. You will not take up any other work for remuneration (part time or otherwise) or work on advisory or in any other capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business, during your employment with the company, without the prior written consent from the company. This offer is contingent upon you showing all original documents supporting your education and work experience and your appointment shall be subject to the satisfactory verification of your original testimonials and certificates submitted by you at the time of joining. If at any point of time during your employment, it appears or becomes known to the Company that you have concealed or suppressed or misrepresented any fact or necessary information or that you have submitted to the Company, documents which you reasonably believe to be forged or non – genuine, the Company may take any action as it deems fit in its sole discretion, including immediate termination of your employment and bar you from subsequent employment opportunities with the Company

SERVICE AGREEMENT:

As Evoke will be incurring considerable expenditure on your training, you will be required to execute an agreement on the date of joining the organization as a full-time employee, to serve Evoke for a minimum period of 2 years after joining, failing which, you will be liable to pay Evoke 1,00,000/-towards the training expenditure. Service agreement duration of two year refers to continuous service of 24 months from date of joining Evoke and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

BACKGROUND CHECK:

Your association with Evoke will be subject to a background check in line with background verification policy. You are requested to provide all the necessary documents within 60 days from the date of joining the organization. A specially appointed agency will conduct internal and external background checks. If the background check reveals un-favorable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

NOTICE PERIOD:

During your tenure with Evoke, either you or Evoke may terminate your employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, Evoke may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay Evoke 1,00,000/- in case you fail to serve Evoke for a minimum period of 2 year after joining in accordance with the Service Agreement clause.

MEDICAL FITNESS:

You are required to continuously maintain yourself in a state of medical/physical/mental fitness so as perform well and to discharge your responsibilities adequately while employed with Evoke. If at any point of time during your employment you are found to be medically unfit for the job or the role assigned to you, then your employment can be terminated as per the company rules, notwithstanding anything mentioned in this letter otherwise.

SUBMISSION OF DOCUMENTS:

Please note that you should submit the mandatory documents within 2 working days from the date of acceptance of the offer letter (subject to availability of the documents):

1. Please carry the below listed Original Documents for verification on your joining day.
2. Permanent Account Number (PAN) Card
3. Aadhaar Card
4. Standard X and XII/Diploma mark sheets & Certificate - Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation - Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate).
5. Passport
6. Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
7. 4 passport sized photographs
8. Medical Fitness.

LETTER OF APPOINTMENT:

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per Evoke Guidelines.

SECRECY:

You will not give anyone, by word of mouth, writing, facsimile any devices or otherwise any particulars or details, which you acquire during your Tarineeship/employment of our working systems, technical knowhow, security arrangements, administrative and or organization matters or our and our clients whether confidential, secret or otherwise. You are advised to read this letter carefully and if the terms and conditions are acceptable to you please sign the duplicate copy as a token of you having understood and accepted the same.

RULES AND REGULATIONS OF THE COMPANY:

Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of Evoke as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal

COMPLIANCE TO ALL CLAUSES:

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle Evoke to withdraw this offer letter anytime at its sole discretion.

We wish the very best for you in your career with us. Yours sincerely,

For Evoke Technologies Private Limited

With Best Wishes



Ramesh Mantana
“Vice President – Human Resources & Operations”

ACCEPTANCE

I have read and understood the terms and conditions contained in this letter and I hereby accept the terms of the offer and undertake to abide by the rules and regulations of the Company.

Signature:

Name:

Date: