

Date: 18th June 2021
HRD/EMP-OFR/21-22/0162

Mr Abhishek Bisht
+91 78306 24971
abhishekbisht559@gmail.com

Dear Abhishek,

We are pleased to inform you that after careful consideration, **Exsete Consulting Private Limited** ("Company" "we" "us" or "our") has decided to extend you this offer of employment. This letter sets forth the basic terms and conditions of your employment with the Company. By signing this letter, you will be agreeing to these terms.

1. **Date of Joining:** 21 June, 2021
2. **Position:** Site Reliability Engineer
3. **Employment Type:** Permanent
4. **Location:** Gurgaon, Haryana
5. **Compensation:** Your "**Total Gross Salary**" inclusive of all benefits will be **INR 25,600** per month. All compensation payable to you shall be subject to deduction of tax at source as per applicable laws and you shall be issued a Tax deduction certificate in this regard.
6. **Validity:** This offer of appointment is valid for seven (7) days from the date of issue. In the event you fail to intimate your acceptance within the said seven (7) days, this offer shall automatically cease upon the expiry of the seven (7) days from date of offer.
7. **Notice Period:** During your term of employment, the employment can be terminated by either side giving sixty (60) Days of advance notice.
8. **Paid Time Off:** You will be eligible to receive paid vacation and holidays each calendar year according to the Company's Holiday policies as below.
 - a. **Holiday Policy:** Minimum of 10 mandatory public holidays in the entire year as per Company's yearly holiday calendar.
 - b. **Earned Leaves:** 1 earned leave per month for each financial year allocated at start of F.Y. This is pro-rated for mid-F.Y. joiners
 - c. Any other leave will be against Loss Of Pay and on prior approval.
9. **Probationary Period:** To assess your fit within Company, the first three (3) months of your employment will constitute a probationary period. At any time during this probationary period, Company may terminate your employment without cause and without advance notice or pay in lieu of notice. If this occurs, we would have no further obligation to you, financial or otherwise.
10. **Increment and Promotions:** You will be eligible for a minimum of 10% yearly Salary Hike (On CTC) after the first year and thereafter the salary hike will be solely on your performance and contribution to the growth of Company. The salary hikes will be communicated during the month of March and will be effective from 1st of April or as per Company's policy. Promotions to next level will be solely on the basis of performance and will be communicated along with the salary hikes and effective from 1st of April or as per Company's policy.
11. **Documents:** On your, Date of Joining or Revised Date of Joining, as the case may be, you will be required to present documents to verify your eligibility to work. Failure to provide such documentation will result in the invalidation of the offer of employment in this letter and will void your employment status with the Company.
 - a. Last Internship Letter
 - b. Last Releasing Letter (from your last employer)

- c. Educational certificates/degree (Starting from 10th till the highest qualification)
 - d. Your last 3 months pay slips or salary drawn certificates
 - e. Valid Passport Copy
 - f. Pan Card Copy
12. **Relocation & Travel to Delhi / National Capital Region (NCR) Expenses:** No relocation and travel to Delhi / NCR expenses will be applicable in your case.
13. **Laptop and internet connection:** You are expected to possess and utilize a good quality laptop and high-speed internet connection at your work location.
14. **Work Timings:** You will be required to dedicate at least 8 hours a day work time, for 5 days a week (Monday to Friday). During specific occasions and depending on certain client requirements, we may request you for extended support.
15. **Confidentiality:** During the period of employment and subsequent thereto, you shall not disclose to anyone outside Company nor use for any purpose other than your work for Company, confidential information which you may receive or obtain in relation to the Company's affairs or to Company's clients. If you are uncertain as to whether any information is confidential, you shall in writing request a ruling from the Company. You undertake to abide by any ruling made in good faith by the Company. At appropriate times you will be required to sign additional NDA's as per nature of your involvement with Company's work and products.
16. **External Engagements:** During the tenure of engagement with the Company, you will not be permitted to work for or provide consultancy services to any other Company or firm (of any category or Industry), in India or outside. Any such work will be brought to the notice of Company, promptly.
17. **Non-Solicitation of Customers/Clients:** For 1 (one) year after you are no longer employed by the Company, you will not directly or indirectly solicit, agree to perform or perform services of any type that the Company can render ("Services") for any person or entity who paid or engaged the Company for Services, or who received the benefit of the Company's Services, or with whom you had any substantial dealing while employed by the Company. However, this restriction with respect to Services applies only to those Services rendered by you or an office or unit of the Company in which you worked or over which you had supervisory authority. This restriction also applies to assisting any employer or other third party. In simpler terms, you may not accept an employment offer from clients of the Company without explicit knowledge and permission of the Company.
18. **Other Terms & Conditions of Employment:** Below are the significant terms of employment and employment policies that will apply to you at the Company. Please ensure that you read and fully understand all the policies. Company, in the interest of its clients and employees, reserves the right to bring about any change in the terms of employment. However, the same shall be communicated to you from time to time through office circulars/notices/emails, etc. for your understanding and confirmation.
- a. Company reserves the right to assign additional/change duty. In such an event, the rules and regulations along with terms and condition will stand amended accordingly.
 - b. You will during the period of employment, diligently and faithfully, carry out instructions given to you from time to time and devote your whole time and attention keeping the Company's interest paramount.
 - c. You will not engage yourself either directly or indirectly in any business or activity in any capacity, either full time or part time competitive or otherwise, during the period of employment without the written consent from Company.
 - d. You hereby acknowledge and agree to abide by all internal policies of the Company which are expressly provided to you in written or electronic form.
 - e. From time to time you might be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended and communicated to you.

- f. As a condition of your employment, you hereby assign, without further consideration, all interest in ideas, inventions, improvements and discoveries made by you during the course of your employment with Company (the "Inventions"), whether or not patentable. You further agree, both during and after your employment, to sign all papers, execute all oaths and do everything necessary and proper to ensure the assignment to Company all rights to such Inventions; and to enable Company to apply for, obtain, maintain and enforce.

This letter sets forth the terms of your employment with Company and supersedes any prior representations or agreements, whether written or oral.

The terms of this letter will be governed, construed and enforced by the laws of India and the courts at New Delhi, shall have exclusive jurisdiction. If any part of this letter is held to be invalid or unenforceable for any reason, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

If these terms are agreeable to you, please sign and date the letter in the appropriate space below. By accepting this offer you represent to Company that you are not subject to any third-party restrictions with respect to the performance of your duties as described to you in the job description of your position and/or your previous meetings with Company.

Again, we want to welcome you to the team! We have both great opportunities and great challenges ahead of us.

Sincerely,

I ACCEPT THIS OFFER AS DETAILED ABOVE:

SIGNATURE — Abhishek Bisht

Siddharatha Bhupendra Kukrety
CEO
[Exsete Consulting Private Limited]

DATE:

PLACE: