

October 07, 2025

Mr. Asmit Kumar

S/O: Rajveer Singh, Village - Daulatabad, Seohara, Bijnor, Uttar Pradesh - 246746

OFFER OF EMPLOYMENT

Dear **Mr. Asmit**,

On behalf of Wissen, I would like to sincerely thank you for taking the time and effort to go through our interview process and for your interest in the role. Based on our evaluation I am pleased to offer you employment as **"Trainee Analyst"** at our **Bangalore/Mumbai/Pune** office. The specific office location to report will be confirmed nearer to your joining date. You are requested to join us on or before **01st July 2026**.

This Offer of employment is subject to your commitment for a period of 18 months with the company from the date of Joining affixed with a Service agreement. Please convey your acceptance by e-signing this letter on or before **09th October 2025**. This offer will expire if not received on the specified date.

Wissen Technology was incorporated in 2015 to provide niche solutions with its high-end Application Development and Machine Learning/AI capabilities. The company is part of Wissen Group, which was established in the year 2000 and has over 4000 employees. Wissen Technology is a young and dynamic organization and is growing rapidly. Our organization is powered by six core values - Ownership & Commitment, Seeking Perfection, Curiosity, Respect, Integrity and Transparency. Our values drive our operating principles, namely Align with Client Goals, Make an Impact, Design for High Performance, Collaborate and Give. Through our values and operating principles, we aspire to be the partner of choice for our clients. I am sure that your contributions would be invaluable in taking the company forward.

Wissen is a merit-based organization and offers a path to becoming a partner in the company. You can become a partner by demonstrating an entrepreneurial zeal in alignment with our core values and operating principles. We are highly flexible and agile and often respond positively to ideas and suggestions.

On behalf of Wissen and its employees, I would like to welcome you with delight. Please refer to the enclosed documents for further details on the offer. Please do not hesitate to reach out to me in case you have any questions.

Sincerely,

For Wissen Technology Pvt. Ltd,



Mohan Mummadi

Managing Director

Enclosed: Annexure-A (Salary Structure) | Annexure-I (Offer of Internship) | Annexure- B (Retention Bonus) | Annexure-R (Relocation Benefit)

ANNEXURE-A

ANNEXURE-A COST TO COMPANY(CTC)	
Name: Mr. Asmit Kumar	
Designation: Trainee Analyst	
Monthly Components (In Rs.)	
Basic Salary	29,334
House Rent Allowance	11,734
Allowance	12,388
Flexi Basket & Special Allowance	8,000
TOTAL: Monthly (A)	61,456
TOTAL: Monthly: Annualised (B)	7,37,468
Annual Components (In Rs.)	
Provident Fund (VPF can be opted up to 80% of basic salary)	21,600
Group Health Insurance (premium for family cover)	24,000
Gratuity	16,932
TOTAL: Annual (C)	62,532
Cost to Company (B) + (C) [Annual]	8,00,000
* SOCIAL SECURITY & HEALTH BENEFITS [As Per Schemes]	MAX SUB-LIMITS (per annum)
Group Health Insurance (Additionally family can be covered with enhanced/reduced coverage)	5,00,000
Term life Insurance Cover	2 Times the CTC
Disability cover due to accident	3 Times the CTC
@ FLEXI BASKET DETAILS	MAX SUB-LIMITS (per annum) in Rs.
Total Annual Flexi Basket & Special Allowance (Applicable to Old Tax Regime Only)	96,000
Corporate NPS	Upto 10% of Basic
Official Attire	20,000
Fuel Reimbursement and Car Maintenance Charges	77,000
Mobile Purchase	50,000
Telephone Expenses	24,000
Internet Expenses	24,000
Training, Certification and Reference Books	35,000
Leave Travel Assistance / Allowance	30,000
Sodexo card (Default and mandatory component)	26,400
Employee has an option of availing all, some or none of the Flexi Basket across various components as per annual limits and entitlements indicated in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as an Allowance at the end of the year. Please check with the HR team for more details.	
Note: Any Personal Tax liability arising out of compensation will be borne solely by the employee.	
Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.	



TERMS & CONDITIONS OF EMPLOYMENT

DUTIES

You will be employed in the position of **“Trainee Analyst”**, which will require you to perform all the tasks in the capacity without limiting yourself to take up responsibilities related to the specified function. You shall abide by the amendments made by Wissen on this front from time to time and you will be expected to do your job to the best of your ability at all times.

You will be required to comply with Wissen rules, regulations and policies from time to time in force, including without limitation, those policies set out in Wissen Policies and Procedures.

Unless specified in writing, you shall not be authorized to enter into any contractual obligation on behalf of Wissen or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Wissen.

COMPENSATION

Your annual Cost-to-Company (CTC) is INR **8,00,000/-** (Rupees Eight Lakhs only) payable in accordance with Company's standard payroll practice and subject to applicable withholding taxes. Your salary includes basic salary, HRA, Conveyance, Allowances, Flexi Basket etc. In addition to the above, your CTC will also include other statutory company contributions like PF, ESI (If applicable), and Gratuity. Please refer to “Annexure A” for complete break up of your salary components. The monthly remuneration shall be paid on the last day of each month. Please maintain strict confidentiality of your compensation information.

BONUS

Your Cost-to-Company may also include different kind of bonus. If you have been offered bonus the disbursement of it will be subject to the prevailing bonus policy of the company. The eligibility and payments will entirely and jointly depend on the individual and company's stature.

OTHER BENEFITS

Wissen provides a comprehensive benefits program, which includes Health Insurance, Term Life Insurance, and Personal Accident Insurance. You will be eligible for these benefits upon joining. Further details will be shared with you during the onboarding process.

PROBATION

You will be on probation for an initial period of three (3) months from the date of your joining. Your employment will be confirmed subject to successful completion of the probation in terms of performance and attendance. This may however be extended depending on the performance during the period. Availing leaves during probation is strongly discouraged. In case of emergency, one must get prior approval from the Reporting Manager.



Absenteeism/Leaves in the said period shall also result in extension of the probation. Further, during the probation period either party can discontinue the service, as per the agreed notice period clause.

HOURS OF WORK

You will be required to work for 40 hours minimum in a week, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. The normal business hours of the office at which you work will apply to you and these will be advised on the commencement of your employment. Please refer to Wissen's policies and procedures for further details. If you are working at the client's location, you will be following the working hours and the holidays as dictated by your client.

TRANSFER

You should recognize that during your employment, as per the business need, it may be necessary to transfer/ deploy you in other location, department, function, establishment, or branch/ subsidiary/ associate / affiliate of the Company. Wissen therefore reserves the right to change your roles and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform. In such a case you will be governed by the terms and conditions of service applicable to the new assignment.

LEAVES

On confirmation as a permanent employee, you will be entitled to 25 paid leaves per financial year categorized into different types of leaves. The leave should be duly planned without interrupting the business operations and the Reporting Manager's approval will be required prior to your scheduling or changing any leave plans. The company's leave policy can be modified at any time, in its sole discretion, upon notice to you. You may refer to the Wissen Leave Policy for the complete guidelines pertaining to all Leave types.

BACKGROUND VERIFICATION

In accordance with company policy, background checks from company approved BGC vendor are required for individuals being considered for employment. Your employment is contingent on successful verification of background information provided by you during the selection process. The company reserves the right to terminate your employment if background checks are not clear. On acceptance of the employment offer an email will be sent to you with a link, please complete all sections of the pre-joining link that are applicable to you and e-sign the document and share it with us on **09th October 2025**. Please provide complete and clear information about your background. Please note this offer will expire if you fail to submit the required documents within the specified date. A mandatory document check list will be provided to you in a background check email which will help you determine the required documents for verification.



SERVICE AGREEMENT

As a Trainee Analyst you shall get into a Service Agreement with Wissen on the day of your joining, per se the company shall provide the employee all necessary and relevant specialized technical training and mentoring required to execute the projects for which the company shall incur a substantial administrative cost. Consequently, in the event an employee decides to terminate his/her service within 18 months from the day of joining; irrespective of the span of the remaining term; he /she shall be liable to pay a sum of Rs 4,00,000 (Rupees Four Lakh only) to the company.

PERFORMANCE APPRAISAL

Depending upon your performance on the job, your compensation will be revised annually and you will be entitled to compensation and benefits in accordance with the company policy as modified and intimated to you from time to time.

The standard appraisal period is April to March. You must complete a minimum of 5 months period as on March 31st with Wissen Technology to be eligible in the current appraisal cycle. Refer to the company's Performance Appraisal process for more details.

The basic eligibility criteria will be :

- i. For candidates joining between January to October, the salary review will be in the upcoming month of April on a prorated basis.
- ii. For candidates joining between November & December, the salary review will be in next April on prorated basis and not in the upcoming month of April.

GRATUITY

You will be eligible for payment of Gratuity as per the provisions of the "Payment of Gratuity Act, 1972".

SEPARATION CLAUSE & NOTICE PERIOD

The Employee/Employer is to give notice of **90 days** to terminate the employment. The company reserves the right to either pay or recover the salary in lieu of the Notice Period. Leaves availed and/or absenteeism during the notice period will result in extension of the last working day. The accrued leaves shall not be considered or adjusted against the notice period whatsoever and shall be eligible for encashment only at the end of employment as per the company's leave policy. This requirement of giving a notice or salary in lieu thereof will not be applicable in the case where termination is on the grounds of misconduct such as indiscipline, breach of contract, immoral behavior etc. It would be construed as voluntary abandonment of services if at any time you are absent without prior permission or notification for more than 5 days for any reason including ill health.



TERMINATION

During your employment, Wissen shall expect adherence to the code of conduct, ethics & operating principles laid down by the company. Your appointment with Wissen will also be governed by the policies of the Company that may be laid down modified from time to time.

Defiance and/or violation of the expected employment standards shall lead to disciplinary consequences.

- a) An unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your line of employment. In such a case, your employment shall automatically come to an end without any notice of termination.
- b) Your behavior will be governed by the Wissen's code of conduct, Values and its operating principles. By accepting the offer of employment, you shall be committed to abide by those. If there is any non-compliance your employment will be seized with immediate effect.
- c) Non-performance of contractual obligation of the terms and conditions laid down in this agreement, your services could be terminated without any notice, notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
- d) It is Wissen's policy to conduct Background Verification of all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications and upon reference checks to be conducted by Wissen being successfully completed. In case there is any adverse report against you through either reference check or if you have provided us with any false declaration or willfully suppressed any material information which may be detrimental to the interests of the company, the company reserves the right to terminate your services without notice (notwithstanding any other provisions), on the grounds of misrepresentation of facts.
- e) Wissen is extremely serious about creating a safe environment at the workplace. Wissen reserves the right to terminate your contract without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH committee.



FOREIGN NATIONALS

In case you are not an Indian national and under any law required to obtain applicable visa/work permit/authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with Wissen. You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is always complied with.

OVERSEAS SERVICE AGREEMENT

If sent for onsite training, you will be required to sign a deputation agreement with the Company and also execute a surety bond on such terms, as the Company may deem appropriate.

This agreement will consist, inter alia, of issues like:

- (i) Your commitment to complete the project.
- (ii) Your returning to India after completion of the project and
- (iii) Serving the Company for a stipulated period.

SECRECY AND NON-DISCLOSURE

By accepting this offer and subsequent, you agree to protect the Company's intellectual property rights and shall not indulge in any act that will compromise the same. Your appointment will be subject to your signing the prescribed secrecy and non-disclosure agreement (agreement as to patents, inventions and other creative property rights and regarding competitive activities etc.) as per the Company's policies and practices at the time of joining the service and as mended from time to time by Management.

CONFLICT OF INTEREST

You shall not carry any activity that brings about a Conflict of interest with our business objectives. Your position with the Company calls for full-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder of the parent companies) in any other trade or business, during your employment with the Company, without written permission from the Company.

CONFIDENTIALITY

During the period of your employment, you will have access to highly confidential information of Wissen and the client that you work for. You are required to execute a Non-disclosure Agreement for protection of such confidential information. Your employment is therefore subject to and conditional upon you signing and returning the Non-Disclosure Agreement to Wissen and complying with the terms thereof, at all times.



NON-COMPETE CLAUSE

You agree that during the course of your employment with Wissen and 12 months immediately following the expiration or termination of your employment for any reason, whether with or without good cause or for any or no cause, at the option of either party, with or without notice:

- You will protect Wissen's Intellectual property and not use it in future endeavors without Wissen's written consent.
- You are not allowed to solicit employment or to apply to any position with our clients where you were deployed during the course of your employment directly or indirectly.
- You will not solicit any Wissen Employees or contractors either directly or indirectly, for any employment or other opportunities.
- You shall not directly or indirectly provide similar services to Wissen's client either through another vendor/competitor or as proprietor/ stockholder/ partner.

INTELLECTUAL PROPERTY RIGHT

All intellectual property rights, including, but not limited to, Patents, Copyrights, Methodologies, Designs shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company. During your tenure with Wissen the programming solutions, architectural design & development of applications, solution accelerators, business processes created and implemented through your expertise shall be deemed as Wissen's intellectual property. You will not have individual claim over it whatsoever during or after employment with Wissen.

WORKPLACE SURVEILLANCE

The company may monitor the use of its facilities, including computers, internet usage, emails, electronic records, databases, backups from the commencement to the end of employment. The workplace shall have CCTV cameras, any other security video cameras, access cards and restriction of cell phone access in specific areas. The surveillance through these devices shall be conducted round the clock in all the workplace facilities.

COMMITMENTS ON BEHALF OF COMPANY

While making Presentations to prospective Clients and Associates, you will ensure compliance with Directives and guidelines of our Principles, and also ensure that they shall be on the basis of factual information only. You shall not commit on behalf of the Company, any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the Management. Only those authorized by a specific power of attorney may sign legal documents representing the Company.



JURISDICTION

The jurisdiction concerning any dispute arising out of your employment will be the courts in Bangalore only.

NOTICES

Any notices required to be given by a party to another, shall be sent either by first class post, which shall be deemed to be received seven working days later (unless returned by post) or by email transmission, which shall be deemed to be received the next working day, provided the notice is also sent by post.

SEXUAL HARASSMENT

Wissen has a clear policy on 'Prevention of Sexual Harassment' which follows the Prevention, Prohibition and Redressal of Sexual Harassment against Women at Workplace Act, 2013. Wissen is extremely serious about creating a safe environment at the workplace. Wissen reserves the right to terminate your employment without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH Committee.

APPLICABILITY OF COMPANY POLICIES

At the time of joining, you are agreed to comply with all company policies. The company shall be entitled to make Policy declarations and amendments from time to time at its sole discretion pertaining to matters like leave entitlement, maternity leave, employee benefits, working hours, retention policies, performance appraisal, transfer policies, notice period clause, learning and development policy etc. All such policy decisions shall be binding on you and shall override this Agreement to that extent.

GENERAL

You will be governed by the company's rules and regulations which are in force right at the moment and also by those which may come in future even if they are not individually notified to you in the form of writing. Your employment is governed by the laws of India.

The above terms and conditions, including those in the attached annexures are based on prevailing Company policies, procedures and other rules currently and are subject to amendments and adjustments from time to time.

You undertake to be bound by any rules and regulations enforced by Wissen from time to time in relation to conduct, discipline, leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.



Listed herewith are the documents that you shall need to complete the pre-joining formalities which shall be triggered on acceptance of this employment offer:

Personal Identification Documents (Mandatory):

- A passport size photograph
- Valid Work Permit issued by Government of India, if applicable.

Proof of Identity and Address (Mandatory):

- Aadhaar Card
- PAN Card
- Passport (Required in case of name mismatch in the above documents)

Educational Qualifications (As applicable):

- 10th Class Certificate.
- 12th Class Certificate.
- Bachelor's degree mark sheets (all semesters and consolidated).
- Bachelor's degree certificate / Provisional Certificate.
- Master's degree mark sheets (all semesters and consolidated).
- Master's degree certificate / Provisional Certificate.
- Any other professional certificates.

Medical Information:

- Blood group and RH type Details.



Kindly confirm your acceptance by signing this offer of employment letter. Your signature on all pages shall be mandatory. If you have any queries or want to discuss over any of these terms, please feel free to e-mail wissentechology.hr@wissen.com. If you would like to change the date of joining, please inform us in advance so that the management can take notice of it and you can be confirmed with a new date.

Sincerely,

For Wissen Technology Pvt Ltd



Mohan Mummadi
Managing Director

I hereby accept the terms and conditions of the offer mentioned above. I also confirm to join on the date mentioned.

Name: _____

Signature: _____

Date: _____

October 07, 2025

Mr. Asmit Kumar
Trainee Analyst

Annexure I

OFFER OF INTERNSHIP

Dear **Mr. Asmit**,

We are pleased to offer you an internship at Wissen Technology Pvt Ltd.

Your internship is scheduled to start from **October 13, 2025** for a period of **9** months and ends on **June 30, 2026** or on your final exams start date if applicable (whichever is earlier). During the internship you will be entitled for a monthly stipend of **Rs. 25,000/-** (Rupees Twenty-Five thousand only) subject to taxation.

This Internship offer letter along with the Non-Disclosure Agreement that you shall accept and acknowledge represents an agreement which you shall strictly abide by.

As an intern you will be working on some of the any of our company projects. You shall also be expected to perform duties which are customarily associated with such positions. The assignment details will be shared with you once you join.

During the internship period, you will be expected to report to the office daily. The specific office location to report will be confirmed nearer to your joining date. The assets allocated to you during this period should be carefully handled and returned to Wissen on the last day of the internship.

Please note the key terms & conditions applicable for this internship offer:

1. The internship certificate will be issued **only upon successful completion** of the entire duration mentioned in this letter. No certificate will be provided if the internship is discontinued midway due to voluntary withdrawal, disciplinary termination, or non-compliance with company policies.
2. If you wish to discontinue the internship for unforeseen reasons, a **one-month prior written notice** must be submitted to the HR department.
3. This offer is made in good faith, with the expectation that you will join Wissen Technology as a **Full-Time Employee (FTE)** upon completing your internship, subject to performance and business requirements.
4. The internship and subsequent full-time employment (if applicable) will be based in **any of our operational centres (Bangalore, Mumbai, Pune)**, as determined by the company.
5. Any breaks during the internship (e.g., for exams or personal reasons) require **prior written approval** from Wissen HR. Unapproved absences may impact stipend payments or certification.

6. Relocation from the assigned base location (Mumbai/Bangalore/Pune) for **short-term periods (under 2 weeks)** requires HR approval. Relocation exceeding 2 weeks is **not permitted** under any circumstances.
7. Any relocation benefits provided may be recovered if internship terms are not met.

Kindly revert with a signed copy of this letter confirming your acceptance for the Internship Offered.

Looking forward to a fruitful engagement.

Sincerely,

For Wissen Technology Pvt. Ltd,



Mohan Mummadi
Managing Director

I hereby accept the terms and conditions of the offer mentioned above. I also confirm to join on the date mentioned.

Name: _____

Signature: _____

Date: _____

October 07, 2025

Mr. Asmit Kumar
Trainee Analyst

Annexure B

RETENTION BONUS

In line with our policy, you shall be paid one-time Retention bonus of Rs.1,50,000/- (One Lakh Fifty Thousand Only) in November 2027, which is fully recoverable if you leave Wissen on or before September 30, 2028.

Similarly, you will also be eligible to receive an additional one -time Retention Bonus of Rs.1,50,000/- (One Lakh Fifty Thousand Only) in November 2028, which also be fully recoverable if you leave the company on or before September 30, 2029.

The Retention bonus amount paid will be subject to tax as per Income tax laws in India.

We look forward to a mutually rewarding relationship with you.

For and on behalf of Wissen Technology



Mohan Mummadi
Managing Director

I hereby accept the terms and conditions mentioned above.

Name: _____

Signature: _____

Date: _____

October 07, 2025

Mr. Asmit Kumar
Trainee Analyst

Annexure R
RELOCATION BENEFIT

1. Please note that you may be eligible for the relocation benefit upto **INR 40,000/-** as a **one-time entitlement** and can be claimed either when you join as **intern (if applicable)** or upon commencement of **full-time employment**.
2. This benefit is applicable **only if relocation is required** either from your **hometown or college location** to the city of your offered internship or Full-Time role.
3. If **accommodation** and **transport** are provided by the company, the relocation benefit stands void.
4. In case your eligibility is applicable, the breakup of the relocation benefit is as follows, subjected to conditions below:
 - **Hotel accommodation:** Cost of hotel stay at Wissen/client location for 5 nights, effectively 6 days with a maximum cap of Rs. 5000/- per day
 - **Flight/train travel:** Up to INR 10,000
 - **Other relocation-related expenses:** Balance amount within the INR 40,000 cap
5. The claim for relocation reimbursement will have to be submitted within 1 month from the date of relocation.
6. The relocation bonus disbursed will be subject to refund in case you voluntarily leave Wissen within 12 months from the date of joining.
7. Upon joining you may refer to the prevailing company policy for the process of reimbursement.

For and on behalf of Wissen Technology



Mohan Mummadi
Managing Director

I hereby accept the terms and conditions mentioned above.

Name: _____

Signature: _____

Date: _____