



15 Corporate Place South, Suite #450, Piscataway, NJ 08854 | Tel: 732-624-6445 | Fax: 732-399-9513

Dated: Wed, Aug 3rd 2022

Name: Tanya Mogha
Mobile: +91-84779-89663
Email Id: tanyamogha267@gmail.com

Dear Tanya,

We are very pleased to confirm the offer extended to you for the position as **Trainee-Talent Acquisition** with Intyk Systems Pvt. Ltd. The following provisions will apply upon you accepting this offer:

- Your joining date is **Mon, July 18th 2022**.
- Your total cost to company is **₹ 2, 52, 000.00/- (Rupees Two Lakh Fifty Two Thousand Only)** on annualized basis.

Documents Required

Please submit the following documents along with the acceptance of the offer letter:

- 1) Copy of your Educational Qualifications from High School onwards.
- 2) Copy of Experience Certificates from your Immediate Past & Previous Employers' in support of your experience.
- 3) Copy of Form-16, last 3 months pay slips, and Bank statement of salary account evidencing salary credits.
- 4) Relieving letter from the last worked employer prior to joining INTYK SYSTEMS PVT LTD.
- 5) Copy of your Adhaar, Passport, PAN Card or Driver's license and Four Passport Size Photographs.
- 6) All the documents and employment references given by you are subject to internal or external verification.

www.intellyk.com
INTYK SYSTEMS PRIVATE LIMITED
Regd Off: Level 2, Spacion Tower, Vittal Rao Nagar, Next To Westin Hotel, Hitech City,
Hyderabad, India Pin Code: 500081.
CIN: U74999TG2017PTC120830



Code of Conduct

- The employee shall be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in use, custody, care or charge. For the loss of any property of the company in possession of the employee, the company will have a right to assess on its own basis and recover the damages of all such materials from the employee and take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- INTYK SYSTEMS PVT LTD is in business of providing services to international customers through its parent company Intellyk Inc. It is critical and essential for all staff to project the professional image of the company to all concerned. The staff members will interact with several senior executives from abroad as also within the country. All the employees are bound to follow rules and regulations of Dress Code Policy.
- Employee is required to comply with the Social Media compliance as per company policies. It is essential to maintain a professional image with a ***studio clicked strictly business formal picture*** with white background on professional websites such as LinkedIn.
- The employee shall be liable to accept deputation assignments abroad, from time to time, during the employment with Intyk Systems. During the period of deputation assignments, the employee shall be on the payroll of the INTYK SYSTEMS PVT LTD at such terms and conditions as will be communicated to the employee.
- To provide high quality customer service, the employee may be trained by INTYK SYSTEMS PVT LTD in some specific areas. The employee shall be liable to sign service agreement and other documents, protecting the interest of Intyk Systems, which will be provided in due course.
- This is ***not a work from home position*** and the employee is liable to work on shift and or staggered duties from time to time depending on the business needs of Intyk Systems. The employee is liable to be transferred anywhere in India and will be required to travel as deemed necessary for business purposes.
- The employee shall not accept any position of profit or non-profit in any public bodies or otherwise without prior explicit consent of the company in writing.
- Bonus or Commission Plans – paid only when employed with the Company. Not all the employees and job functions are eligible for bonus or commission plans. If applicable, the Plan provides that bonuses are based on both Company's and the individual's performance, are "determined at Intyk Systems sole discretion," are not "earned or due until paid," and "there shall be no expectation of earning or payment of any bonus for any particular Performance Period." (Discretionary bonuses do not entitle an employee to a bonus and any bonuses paid are discretionary and not guaranteed).

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- The employee shall always be bound by the rules and regulations enforced by the management from time to time in relation to conduct, discipline, medical leave, dress code, and holidays and on any matters relating to service conditions which will be deemed as rules, regulations and orders as part of these terms of employment.
- The employee shall neither indulge nor give out to any unauthorized person during the period of service or even afterwards, by word of mouth or otherwise, particulars or details of technical know-how, security arrangements, administrative and / or organizational matters of confidential nature which has come to his/her knowledge by virtue of this employment.
- The employee shall disclose to the company forthwith any discovery, invention, process or improvement made or discovered by him/her while in service and such discovery, invention shall belong and be the sole and absolute property of the company.
- Any disputes related to your employment matters will be subject to rules and regulations of Hyderabad, AP jurisdiction
- The employee shall be liable for immediate termination of employment, at any time, with or without notice or payment of salary in lieu thereof if:
 - a) The employee has been found discussing about / disclosure of salary with/to others.
 - b) The employee has committed any breach of trust or negligence of duties and responsibilities of employment or performance issues.
 - c) The employee is found guilty of any gross default or misconduct which contravenes the express or implied conditions of employment.
 - d) The employee is found to be guilty regarding non-solicitation, diversion of employees and protection of Intellectual Property rights and non-compete of business.
 - e) The employee has been alleged by sexual harassment.
 - f) The employee submits false information about his/her past employment, remuneration educational qualifications, etc.

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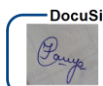
Again, it gives me a great pleasure to offer this opportunity to you.

Please sign where designated below electronically and submit the signed copies for the counter signature.

Sincerely,

DocuSigned by:

C5B383D295514D4
Mary Palaparthi
Director – Global Immigration & Operations
Intyk Systems Pvt. Ltd

DocuSigned by:

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Tanya Mogha
Employee (Sign & Date)

9/15/2022