

EMPLOYMENT OFFER LETTER

Date: 16/01/2023

Private & Confidential

Dear Mr. AVULAMEGHANATH,

On behalf of CERTIGO QAS, I am pleased to offer you employment with CERTIGO QAS as a TRAINEE CONSULTANT (MANAGEMENT SYSTEMS) starting on 01.02.2023. Please carefully review this document for important details about your compensation, benefits, and terms of your anticipated employment with CERTIGO QAS.

Your first date of employment will be 01.02.2023. You will report directly to Human Resources Manager.

Compensation

During your employment, you will be paid a salaried rate of Rs.3,00,000 (Rupees Three Lakh Only) CTC per annum subject to applicable statutory deductions and paid by direct deposit to your bank account on a monthly schedule. As an exempt employee, you will not be eligible for any overtime pay. This position is a full-time position.

Travel Allowance

During this period, you are entitled for Rs.3000/- as monthly travel conveyance applicable for local travel only (within 120km distance, which is already added in the salary).

Vacation

All employees are required to wait until their six-month probationary period is complete before being eligible to take vacation time. In each calendar year, you will be entitled to 3 days vacation. This year your entitlement will be 3 days, which is pro-rated to your start date. All vacation time-off must be approved in writing in advance by your manager.

Paid personal holiday

After 6 months of continuous service, you will be eligible for 12 paid personal holiday in each calendar year.

Hours of work

As a full-time or part-time employee, your normal work week will consist 45 hours.

Probationary period

Your employment will be probationary for a period of 6 (six) months, during which time CERTIGO QAS will

assess your suitability for the position. Following the successful completion of your probationary period, your performance and salary will be reviewed in conjunction with CERTIGO QAS annual time lines.

Insurance Benefits

During your employment, you will be paid a salaried rate of Rs.3,00,000 (Rupees Three Lakh Only) CTC per annum subject to applicable statutory deductions and paid by direct deposit to your bank account on a monthly schedule. As an exempt employee, you will not be eligible for any overtime pay. This position is a full-time position. CERTIGO QAS reserves the right to change the carriers and/or level of coverage or eliminate any benefit in its entirety at any time upon 15 days written notice to you..

At-will Employment

Your position with CERTIGO QAS is “at will,” and thus you or the Company may terminate our employment relationship at any time, with or without cause or advance notice. CERTIGO QAS reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis.

Privacy/Confidentiality

“I shall safeguard the confidential and personal information of CERTIGO QAS. I shall conform to all practices, procedures, standards and guidelines, which may be established from time to time by CERTIGO QAS including but not limited to confidential, personal and proprietary information as well as privacy.

I shall protect CERTIGO QAS confidential and/or proprietary information from any unauthorized access, disclosure, reproduction, alteration and/or use, both during and after my employment with CERTIGO QAS. I shall not use confidential, personal or proprietary information gained by virtue of employment for personal gain or for any other purpose, which is not directly related to my employment.

Upon the end of my employment with CERTIGO QAS immediately return company property and any other software or hardware materials, equipment immediately. I shall all personal, private and/or proprietary information (including any client detail books) and I will not disclose or make any use of personal, private and/or proprietary information of CERTIGO QAS after my employment with CERTIGO QAS.”

Please confirm your agreement with these terms and accept this offer by signing this agreement on or before 18/01/2023. please sign and date copy of this letter and return singed copy to CERTIGO QAS by 18/01/2023 on your reporting date to CERTIGO QAS.

We look forward to working together! Please don't hesitate to reach out to Human Resources Manager in the meantime.

Sincerely

Shivakumar

Human Resources Manager

CQAS

I hereby agree to and accept employment with the Company on the terms and conditions set forth in this offer letter.