

LETTER OF OFFER AND APPOINTMENT

Date: **10 January 2025**

Dear **R S Gowri**,

On behalf of Early Steps Academy Pvt Ltd (hereinafter called "company"), we are pleased to confirm our offer to you as a **Junior Operations Intern**. We extend this offer and the opportunity it represents, with great confidence in your abilities. You have made a very favorable impression in your interviews, and we are excited about the prospect of you joining our organization. We cannot wait to see you shine.

The duration of the internship will be **2 months**. We would like you to join the company on **January 13, 2025**, on the following terms and conditions:

During the period of the internship, in the committed hours, you shall fully devote yourself to the business. You will not engage yourself in any other work, profession, or employment, in any capacity, either honorary or otherwise that competes directly or indirectly with the company, whilst in the services. The Chief Executive may, at his/her discretion, permit you to take up any such assignments strictly on the basis of merit and the decision would be final and binding on you.

Remuneration & Benefits:

Your monthly stipend will be **INR 15,000/- (Rupees Fifteen Thousand Only)**. Your compensation details are confidential, and you may discuss it only with the undersigned in case of any clarification.

You will be paid on a monthly basis, on or before 7th day of the following month, by way of direct transfer to your bank account.

Taxes and other deductions such as Income Tax, Professional Tax and any other statutory payments would be to your account, including but not limited to those based on the information on tax planning and investment plans for a given financial year provided by you to the Company provided that you have, when called for by the Company, submitted proof of the investments in the form and manner acceptable to the Income Tax authorities. In the absence of the same, the company reserves it's right to make the deductions in the available time frame in the on-going year.

Also, you are required to always keep your salary information confidential and not to disclose to anybody in the company or to outside agencies.

Termination & Probation:

1. The Company shall be entitled to terminate your employment at any time by giving 15 (fifteen) days' notice or salary for the duration in lieu of notice.
2. You shall be entitled to terminate your employment at any time by giving 15 (fifteen) days' notice or salary for the duration in lieu of notice.
3. In case the Company terminates your employment for any misconduct found on your part during the course of your employment, your employment shall stand terminated with immediate effect and you shall not be entitled to any compensation as mentioned above.

Confidentiality:

EARLY STEPS ACADEMY

You will not at any time, without the explicit written consent of the Chief Executive or such authorized person of the Company, disclose or divulge or make public except on legal obligation any information about the Company's business and affairs or secrets whether the same may be confided to you or become known to you in course of your employment with the Company or otherwise, to any other individual or institution or any partner/customer, while in the services of the Company or even after you leave the services.

Intellectual Property Rights:

If you conceive any new or advanced method of improving processes/ formulae/ systems in relation to the operation of the Company or its business, such developments will be fully communicated to the Company and remain the sole right/ property of the Company.

Non-Compete:

During the Employment Period, you shall not directly or indirectly carry on, assist, engage in, be concerned or participate in any business/activity (whether directly or indirectly, as a partner, shareholder, principal, agent, director, affiliate, employee, consultant or in any other capacity or manner whatsoever) which is similar to the business of the Company nor engage in any activity that conflicts with your obligations to the Company.

Non-Solicitation of Customers:

You agree that during the term of your employment and for a further period of 24 (twenty-four) calendar months after separation from the Company, for whatever reasons, you shall not directly or indirectly, irrespective of whether the relationship between the Company and a customer was originally established in whole or in part through your efforts; (i) solicit any Restricted Business from any customer; (ii) persuade any existing or prospective customer to cease doing Restricted Business with the Company; (iii) reduce the amount of Restricted Business which any customer has customarily done or might propose doing with the Company.

Code of Conduct:

You will be governed by the Company's Code of Conduct.

Other terms and conditions of employment are provided in the Company's HR Handbook which are subject to revision from time to time. A copy of the Handbook in soft copy format will be made available to you on the commencement of your employment.

If there are any questions you wish to ask regarding this offer, please feel free to contact the undersigned.

for **EARLY STEPS ACADEMY PVT LTD**

ACCEPTED BY:



SNEHA BISWAS, CEO

R S Gowri

Date: _____