



Date: 12/08/2021

Sub: Offer Letter

Dear **Hariom Dubey**,

Based on our discussions regarding your remuneration and other details, we are pleased to offer an appointment as an employee of GrayQuest Education Finance Pvt. Ltd in the position of "**Backend Engineer - SDE (Level 0)**" Based at **Mumbai**. You may be required to move to other locations depending on the company requirement. The following terms and conditions will be applicable.

1. **SALARY & ALLOWANCES:** You will be entitled to Gross Salary as per annexure attached in Page 3.
2. **EFFECTIVE DATE OF APPOINTMENT:** You will be required to join work latest by **16/08/2021**. Your actual date of joining shall be deemed as your effective date of Appointment.
3. **FULL TIME EMPLOYMENT:** This is a full time employment, and therefore you shall devote full time to the work of company and will not undertake any direct/ indirect business or work, consultation or part time activities, either honorary or remuneratory, except with prior written consent from the management, in each case.
4. **CONFIDENTIALITY & NON-DISCLOSURE:** In the course of your employment, you will be exposed to valuable confidential & trade secret information of the company. You shall treat all such information as confidential & should take all necessary precautions against disclosure of such information to third parties during & after the term of this agreement, except to the extent necessary to provide for the business expansion of the company. The trade secret of the company will consist of Technical, Administrative & Business Information, including identities and contacts of customers, educational institute partners and other stakeholders of our business. By accepting the terms of employment you agree to maintain confidentiality and non-disclosure of all information of the company. In the eventuality of the employment contract being terminated for any reason, you will be required to maintain confidentiality for a period of 2 years.
5. **NON COMPETE:** By accepting our terms of employment, you commit and agree to not work with/for/at any companies/NBFCs that are in direct competition with our loan products for a period of 24 months, if under any circumstances, you are no longer employed with GrayQuest. The nature of our work thrives on competitive advantage, speed to market, distinguished strategy and access/knowledge of information not available to competition. Direct competition will be restricted to firms that are already doing or have imminent plans to do similar financing products.
6. **PROBATION:** The first 6 months would be included as probation period post which the appointment would be made permanent.
7. **MEDICAL FITNESS:** This appointment and its continuance are subject to your being found & remaining in sound physical and mental health. As and when required you shall report for any medical examination to a qualified doctor as recommended/ appointed by the company.



8. **RESIGNATION:** The notice period on either side during the period of probation and confirmation thereafter shall be **60 days**.
9. **TERMINATION:** During the period of probation and confirmation thereafter, your services are liable to be terminated without assigning any reason on an immediate basis. The company will have the right to terminate your employment **without giving any notice or payment of salary in lieu thereof**.
10. **RETIREMENT AGE:** You will retire from the services of the company at the age of 58 years or the last day before that, in case that day does not fall on a working day. The official record of your date of birth with the company shall be considered for the purpose of calculation of your age.
11. **LEAVE:** You will be entitled to privilege leave, casual leave and sick leave as per the rules operational in the company and which are subject to change.
12. Please insure that all the documents submitted by you and the details provided in the company application forms are authentic and accurate. In the event the said particulars are found to be incorrect or that you have withheld some other relevant facts, your appointment in the company shall stand cancelled without any notice. Your appointment and continuance in employment is also subject to our receiving a satisfactory independent reference check.
13. **DETAILED EMPLOYMENT CONTRACT:** Upon joining you will be required to execute a detailed employment contract.
14. **DOCUMENTS:** On the day of reporting you are required to bring the following documents for our records. Your appointment is valid subject to submission of these documents on the joining date:
 - Relieving letter from the previous employer/ Resignation acceptance letter
 - Photocopy of Highest educational certificates
 - Offer/ Appointment letter of previous employer
 - 2 Recent Passport size photographs
 - Photocopy of PAN card
 - Address Proof (latest electricity bill or telephone bill)
 - Salary Slips for last 2 months

You shall conduct all activities under this appointment in accordance with sound business practices and ethics and in a manner which reflects favorably upon the company and its products and the goodwill associated herewith.

Please submit your written acceptance of this offer by signing the second copy of this letter. We welcome you to GrayQuest and look forward to your continued growth with us. We are sure you will enjoy being part of the team

Yours Sincerely

A handwritten signature in black ink, appearing to read "Rishab Mehta", with a horizontal line underneath.

For – GrayQuest Education Finance Pvt. Ltd
Rishab Mehta
Director

Reviewed and Accepted by –

Hariom Dubey

Annexure

CTC BREAKDOWN

CTC	Amount (Per Month)	Amount (Per Annum)
Basic Salary	16,667	2,00,000
House Rent Allowance	8,333	1,00,000
Special Allowance	8,333	1,00,000
CTC	33,333	4,00,000

Applicable Taxes, PF and statutory deductions will be deducted as applicable.

Yours Sincerely,

Mr. Rishab Mehta – Director

Reviewed and Accepted By -

Candidate Full Name – Hariom Dubey