



To,

Sep 20, 2014

Kanchan Kumari

Dear Kanchan Kumari,

A hearty welcome to you into our ScaleneWorks family.

It is our pleasure to extend this letter of engagement and welcome you aboard. We believe in nurturing a culture of idea-sharing, collaborative team effort and celebrating each other's successes.

As we embark on our journey towards creating innovative practices and cutting-edge products in the Talent Acquisition industry, we would like to invite high-energy and self-driven individuals.

We believe in your abilities and are confident that you will do well in your career with us. You will play an integral role in the making of ScaleneWorks and we all have a lot of expectations from you. We are excited with your inclusion in our family and are looking forward to working closely with you.

If you have questions prior to your start date, please call me at any time, or send an email if that is more convenient. We look forward to having you come onboard.

Yours Truly,

Biplab Sen
General Manager - HR



To,

Sep 20, 2014

Kanchan Kumari

Dear Kanchan

Please find the details of your offer herewith.

Employment Terms

You will be designated as Associate in grade S1.

Your initial place of posting will be at ScaleneWorks, Bangalore office. However you may be transferred in such capacity as the company may, from time to time determine, to any other branch location, department, function and affiliate or partner organization of ScaleneWorks. In such an event, you will be governed by the terms and conditions applicable on the new assignment.

Your Employment with ScaleneWorks is subject to:

1. You being free from any contractual restrictions preventing you from accepting this offer.
2. Successful completion of your background check in line with ScaleneWorks background verification policy.

Compensation and Benefits

Your total cost to company will be **Rs. 1,50,000.00** per annum. The details of the salary structure are enclosed in this document. Your compensation shall be reviewed periodically on the basis of performance and any changes will be at the sole discretion of the Company. This review will also be used to include other benefits like PF, Gratuity, Group Term Life Insurance, Medical Cover etc., at an appropriate juncture.

Full time employment

Your position will be full-time employment with ScaleneWorks and you shall devote yourself exclusively to the business and interests of ScaleneWorks. You will not take up any other work for



remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as a public shareholder), in any other trade or business during your employment with ScaleneWorks.

Termination

Either party may terminate the contract by giving 30 days notice period. Whereas ScaleneWorks reserves the right to request serving of notice period or to pay salary in lieu of your notice period. Waiver or payment in such an event will be at sole discretion of ScaleneWorks.

ScaleneWorks has the right to terminate your employment without notice if:

1. Any particulars mentioned in your application are found false at any point of time or you have been found to have wilfully suppressed any material information.
2. You commit any material breach in your duties and responsibilities under this contract.
3. If at any time in our opinion, you are found guilty of dishonesty, disorderly behaviour, wilful negligence, sexual harassment, breach of integrity, embezzlement, misappropriation or misuse of ScaleneWork's property or its client's property to indulge in any unlawful/illegal activity of any kind.
4. Absence of duty for more than 7 consecutive days, without permission or any other conduct considered by us as detrimental to the interest of ScaleneWorks.
5. You are charged with any criminal offence, which is prejudicial to the interest of ScaleneWorks or its clients.
6. If at any time, you wilfully neglect to perform to the satisfaction of ScaleneWorks or any of the client or group companies in connection with whose business you may be engaged, all or any of the duties devolving upon you.

Retirement

The retirement age is **60 years**. You will retire from the employment of the Company at the end of the month in which you attain 60 years of age and for the purpose of determining this, the age recorded with the company shall be considered final and conclusive.

Code of Conduct

You will also be required to sign and accept ScaleneWorks Code of Conduct, which are in line with our working standards and business interest.



General Terms

Any incentive/ bonus/ salary increment is payable only if you are on the rolls of the Company at the time of such payout and not serving notice period.

Please note that the remuneration and benefits details contained in this letter are subject to Company Policies as amended from time to time, are confidential to you only. Sharing this information in any manner with other employees will constitute breach of integrity.

You are requested to sign the enclosed copy and submit to us as token of acceptance of the offer. Meanwhile, if you would like to know more about the company or for any other clarifications, please contact Shahistha- shahisthas@scalenetworks.org

Please accept our heartiest congratulations once again. We wish you a long and mutually beneficial career with us.

Thanking You.

Yours truly,

Biplab Sen

General Manager - HR

Acceptance

I hereby declare that I have carefully read and understood all the terms of this letter and the annexure. I have discussed this letter and sought appropriate clarifications from the Company concerning terms contained in this letter. I understand and accept that my offer of employment with ScaleneWorks is subject to successfully clearing background verification. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, I understand that I will be liable to disciplinary action including but not limited to termination of service without notice.

I convey my acceptance and agree to be unconditionally bound by the terms of this letter and other terms of employment with the Company by signing the copy of this letter and returning the same to you.

I am inclined to join ScaleneWorks on _____.

Name

Signature

Date

Place



Compensation Break-up

Name: Kanchan Kumari

Grade: S1

Designation: Associate

Annual Components	Amount (INR)
Basic	37,500.00
HRA (House Rent Allowance)*	15,000.00
Conveyance	9,600.00
Medical	15,000.00
PF Contribution (Employer)	4,500.00
Other Allowance	61,800.00
Total CTC	1,50,000.00

*HRA will be only applicable if you are staying in a rented house.

* Professional Tax and Income Tax will be deducted as per the statutory law

Documents to be submitted at the time of joining:

Please note that it is mandatory to submit all these documents on the day of joining. Any delay will not be acceptable.

1. Education Certificates

- Copy of Class X, XII, graduation, post-graduation, any other professional qualification/s certificate/s (Degree & Mark sheets)

2. Experience Related

- Copy of Relieving Letter/ experience certificate from all previous employers
- Copy of Resignation Acceptance from previous employer
- Last three months salary slips / latest salary break-up

3. Others

- Copy of PAN card/ Any other ID-Proof
- 4 passport size photographs
- Copy of Birth Certificate

