



STRICTLY PRIVATE & CONFIDENTIAL

October 26, 2020

Mayank Kumar Jha
Hyderabad

Subject: Letter of Appointment

Dear Mayank Kumar,

Further to your offer letter, we are pleased to appoint you as **Associate Data Scientist - Data Sciences** with **GEP, Hyderabad** (dba **GEP Solutions Private Limited**) with effect from **October 26, 2020** on the following terms and conditions:

1. Remuneration

Your compensation as Gross Annual Base will be **INR. Total 1,500,000/- p.a.** which includes, a Fixed Component of **INR. 1,380,000/-p.a.** and a Performance Linked Pay of **INR. 120,000/- p.a. payable bi-annually**. All perquisites and benefits in your compensation shall be governed as per policy applicable to employees in your grade/level in the Company and shall be governed by statutory guidelines and taxes as applicable. However, the structure of your compensation plan may be altered/ modified at the discretion of the Company from time to time in line with its compensation policy. Please refer to the annexure for details.

- a) You are entitled for a one-time '**Joining Bonus**' of **INR 50,000 /-** In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Joining Bonus will be recovered as a part of your Full & Final Settlement.
- b) Apart from your total compensation you are entitled for a one-time '**Relocation Allowance**' of **INR 50,000/-** [Including Movers & Packers, Travel Conveyance and initial Accommodation – (if any)] On Actuals. In case of Voluntary or Involuntary separation for any reason at any time before completion of one year from your start date, full amount of Relocation Allowance will be recovered as a part of your Full & Final Settlement.

2. Condition of Hire

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. In the event the said particulars are found to be incorrect or false or you have withheld some other relevant facts, your appointment with the Company shall stand terminated/ cancelled without any notice or payment in lieu thereof.

The terms of your employment are subject to the following pre-conditions:

- a. You obtain a clear discharge from your current employer
- b. You provide 2 satisfactory references, one being your current employer
- c. The offer of employment would be termed null and void if there is any misrepresentation of facts noted on the employment verification form



3. Working Hours

The office will be open to business on all days, other than declared holidays, from Monday to Friday. Your total working hours (including break(s)) is 45 hours per week. Your specific work timings will be determined by your role / functional needs.

4. Leaves

You will be entitled to 21 working days leave per annum. Please refer to the detailed Leave Policy for further clarification.

5. Probationary Period

You will be on probation for at least the initial (six) 6 months from the date of your joining GEP and the same shall continue thereafter until you receive a confirmation in writing from GEP. The probation period may be extended at the sole discretion of the management for such period as the management may deem fit. On successful completion of the probation period, your services will be confirmed in writing.

6. Termination of Services

During the period of probation, or extended probation as the case may be, the management has the right to terminate your services by giving you 30 Days' notice of their intention to terminate the probation and your employment with the company.

In case you are desirous of resigning during the period of probation, you are required to give 30 day's advance notice in writing.

On the confirmation of services, as per the local practice, the Company may terminate your services, by giving 60 days' notice in writing. Alternatively, your services may also be terminated by the Company by giving 60 days' salary in lieu of notice.

In case you wish to resign from the services of the Company, you will be required to give 60 days' notice in writing.

During the notice period:

- a) You should discharge the duties and responsibilities assigned to you.
- b) You should handover the complete charge of the responsibilities and duties assigned to you to your successor
- c) You shall not be entitled to avail of privilege leave, and,
- d) You shall not take up any other employment, nor engage in any business.

7. Performance Linked Pay

- a) The first Performance Linked Pay will be applicable, only if you have spent at least three months in the organization and are eligible for the performance assessment for the immediate next Appraisal cycle (Mid-term Review or the Annual Appraisal)



- b) Performance Linked Pay is determined by your performance and the payment is in accordance with applicable Performance metrics in conjunction with the amount stated above.

8. General

- a) Your initial place of work will be Hyderabad. However, during your employment with the Company, you may be transferred to any of the Offices / Departments / Units of the Company/ Parent Company or of associate group/joint venture companies whether existing or to be setup, anywhere in India or Abroad, on the same terms and conditions of employment at the sole discretion of the management. Provided that if you are deputed to any associate / subsidiary / group Company / Parent Company outside India by the Company, you shall be treated as having bound yourself to serve the Company for the deputation period, and for the stipulated period, thereafter, if any, and the same shall be treated as the contract period vis-a-vis this contract of service.
- b) Any invention/discovery/processes/software which is developed or in the process of development, by you, working either alone or in conjunction with anyone else, during the term of your employment with the company, will become the property of the company and you are required to execute the necessary releases/ undertakings to the company in this regard, including those pertaining to intellectual property rights.
- c) if at any time during your service with GEP., you are found guilty of indiscipline or misconducts by the management, such as, theft, insubordination, misappropriation, fraud, accepting bribe or any other act subversive of discipline or you indulge in any actions which may bring down the reputation/image of the company in the eyes of customers or general public or you are found guilty of violation of policies, financial norms and discipline which are required to be followed by all the employees, management shall have the right to terminate your services from the company without giving any notice or payment of salary in lieu of notice. The management also has a right to claim damages from you for harm/loss caused to the company due to such act/s as mentioned above.
- d) You will be bound by the GEP **Confidentiality/Protective Agreement** as described in Annexure A for holding in confidence any trade secrets or confidential business & technical information of the Company or its clients.
- e) Upon Joining you will be required to sign a standard undertaking on your obligations to confirm to organizational discipline, rules, policies and norms.
- f) During your employment with the Company, you will be governed by the Service Rules and regulations of the Company currently in force or as modified/ amended from time to time.
- g) You may be required to sign a service agreement with the Company if you are sent for any specialized training that may be required for up gradation of your skills and knowledge in order to take up required responsibilities and assignments.



- h) If the organization fully / partially sponsors any training / overseas assignment to equip you with skill set required for project delivery and for your personal growth, you would be required to sign an agreement / employment bond with the company for a specific period of time.

You will not undertake employment, whether full-time or part-time, as the Director / Partner / Member/ Employee of any other organization / Entity engaged in any form of business activity without the consent of GEP.

- i) You confirm that you have disclosed in full, all of your business interests to GEP, whether or not they are similar to, in conflict with the business or activities of the company and all circumstances in respect of which there is or there might be perceived a conflict of interest between GEP and you or any immediate relative. Also you agree to disclose full and immediately to company any such interest or circumstances which may arise during your employment with GEP.
- j) No Commitments other than what is mentioned in this letter and its Stack Up and what may be communicated to you in writing subsequently will be applicable.
- k) Please sign the duplicate copy of this letter on the space provided below and return the same as the token of your acceptance of the terms and conditions.

9. Retirement

You will be retired from service on attaining the superannuating age of 60 years or earlier in case you are found to be physically/ mentally unfit to work any longer or for continued ill health as certified by the medical officer / medical practitioner nominated by the Company.

10. Medical Fitness

Your appointment and continuance in employment is subject to your medical fitness to perform your duties.

We welcome you to the GEP family and wish you a rewarding career over the years to come.

Yours Truly,
For GEP Solutions Private Limited

Shweta Madhusudan
Director– Human Resources

I accept the appointment letter on all the above terms and conditions.

Signature: _____

Date: _____

Ref No: GEP-IND/APPT/26102020/G5122

GEP Solutions Private Limited Unit - 4

Unit No. 403A, 4th floor, Building No.14, Mindspace IT/ITES SEZ, Hitech City, Madhapur, Hyderabad – 500 081.
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COMPENSATION & BENEFITS STACK UP

Name		Mayank Kumar Jha	
Designation		Associate Data Scientist - Data Sciences	
Department		Technology	
DOJ		October 26, 2020	
Salary Breakup			
Annual CTC		INR 1,500,000	
Sr. No.	Salary Heads	Per Month (INR)	Per Annum (INR)
1	Basic Salary	37,950	455,400
2	House Rent Allowance	18,975	227,700
3	Leave Travel Allowance	3,163	37,950
4	Other Allowance	53,113	637,350
Flexible Components			
1	Food Coupon (i)	0	0
Gross Earnings (A)		113,200	1,358,400
1	Employer’s PF cont. (ii)	1,800	21,600
CTC (B)		115,000	1,380,000
Deductions			
1	Employees’ PF Cont.	1,800	21,600
2	Professional Tax	200	2,500
3	Income Tax	As applicable based on investments	
Gross Deductions (C)		2,000	24,100
Net Payable (B - C) - (i + ii)		111,200	1,334,300
Benefits			
1	Medical Insurance	Upto INR 300,000/-	Self + Spouse + 2 Dependent Children
2	Accident Insurance	Upto INR 500,000/-	Self Only
3	PF	Inclusive of CTC	
4	Gratuity	Exclusive of CTC	
5	Life Insurance Coverage	Upto 3 times of CTC	Self Only
6	Performance Linked Pay*	INR 120,000	Bi-Annually

Notes:

- 1) Gratuity is as per payment of Gratuity Act in addition to the CTC
- 2) Any unallocated amount will be paid as taxable Flexi Kitty Allowance
- 3) Sodexo Food Coupons are optional and are available in denominations as per company policy.

For GEP Solutions Private Limited

Shweta Madhusudan
Director– Human Resources

*** This is an electronically generated document and requires no signature ***