

## OFFER LETTER

Reference No. RTH01OFFER20230110001

January 10, 2023

**Mr. Utkarsh Kumar**

With reference to your application and subsequent interview held with us, we are pleased to offer you an appointment in our organization on the following term and condition:

### 1. Job Title

Your title will be **Web Developer Intern** and you will report to **Umesh Kushwaha**.

### 2. Role / Job Bond

RannLab Technologies has a broad-banded Role-based structure and all Roles have been mapped on to Job Bands. Personal Band refers to the individual's competency level vis-à-vis the competencies required of the Role and it determine the compensation and benefits applicable.

### 3. Date of Commencement of Employment

Your appointment is effective from the date of joining which will be **Wednesday, 11 January 2023**

### 4. Compensation and Benefits

₹ 0/- PM (consolidated) in the period of 45 Working Days. All Perquisites and benefits in your salary/compensation plan shall be governed as per policy applicable at your level in the company and by statutory guidelines and taxes applicability.

### 5. Job Bound & Service Obligation

You will be on Bound for a period of **Forty-Five (45) Working Days** from the date of your appointment. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case, the Company shall be entitled to terminate your employment forthwith without any.

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## 6. Job Descriptions

Your main responsibility would be in the area of **Web Developer Intern** Other responsibilities include:

- Meeting with the development team to discuss user interface ideas and applications.
- Reviewing application requirements and interface designs.
- Identifying web-based user interactions.
- Developing and implementing highly responsive user interface components using react concepts.
- Writing application interface codes using JavaScript following react.js/react native workflows.
- Troubleshooting interface software and debugging application codes.
- Developing and implementing front-end architecture to support user interface concepts.
- Monitoring and improving front-end performance.
- Documenting application changes and developing updates.

## 7. Employment Relationship

Your employment with the Company will be “at will,” meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause. Any contrary representations that may have been made to you are superseded by this letter agreement. This is the full and complete agreement between you and the Company on this term. Although your job duties, title, compensation and benefits, as well as the Company’s personnel policies and procedures, may change from time to time, the “at will” nature of your employment may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

## 8. Increments and Promotions

Your growth, salary and variable pay will be reviewed on a yearly basis as per the company policy. Your increments are discretionary and will be subject to and on the basis of effective performance and result. Performance/fixed bonuses will not be claimable if you are serving notice period.

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## 9. Working Hours

This is a **Full Time Intern** position requiring approximately 9 hours per day. The company's working hours are 9 working hours from **Monday to Saturday** (6 days in a week) 10:00 - 19:00 as per Indian standard time zone. You are entitled to 45 minutes of lunch break every day. You may be required to work beyond the normal working hours to discharge your duties at the sole discretion of the Company. For remote work options and flexible hours, see the Benefits section.

The company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.

## 10. Leave / Holidays

- You are entitled to 12 working days of paid leave.
- You can take 1 leave per month.
- You need to send your leave plans 2 week prior so that your manager can plan work accordingly.
- Rannlab 2023 Holidays Calendar: <https://rannlab.com/holiday-calendar-2023/>

## 11. Employee benefits

As a regular employee of the Company, you will be eligible to participate in a number of Company-sponsored benefits.

The Company offers a comprehensive employee benefits program, including:

### Flexible Hours

You will be eligible for 6 work-from-home day per month. You can also occasionally adjust your daily working schedule upon manager's approval, should you have any personal commitments.

### Vacation Policy

You will be eligible for 12 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

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### Remote Work

You will be eligible for up to 6 days of remote work per year, upon manager's approval.

## 12. Confidentiality

During your employment you will have access to confidential company, shareholder, related and affiliated company and client information. It is a condition of your employment not to disclose, directly or indirectly, to any person or persons, any confidential or proprietary information relating to the affairs of the company or any related or affiliated company or client which is commercially sensitive. This obligation survives the termination of your contract employment with RannLab Technologies Pvt. Ltd.

## 13. Privacy and Confidentiality Agreements

### Privacy Agreement

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

### Conflict of Interest Policy

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company (e.g., freelance coding work for our competitor.) By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

### Proprietary Information and Inventions Agreement

Like all Company employees, you will be required, as a condition of your employment with the Company, to sign the Company's standard Proprietary Information and Inventions Agreement.

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## 14. Notice Periods

Your service may be terminated by the company without assigning any reason by giving one month's notice of your intention to do so or salary in lieu of such notice. The company may at its discretion waive the notice and relive earlier.

In such an event, you will be paid salary only up to the last date of employment with the company. The management shall have right to recover an amount equivalent to one-month salary by deducting it from the amount due to you or in any lawful manner in case you leave the services without giving **7 Working Days'** notice in writing as stipulated here in above.

## 15. Terminations

- Your appointment can be terminated by the Company, without any reason, by giving you not less than 7 working days prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## 16. Interpretation, Amendment and Enforcement

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitute the complete agreement between you and the Company regarding the subject matter set forth herein. This letter

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agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

## 17. Other Terms and Conditions

All employees are required to comply with RannLab policies which include those, related to non-discrimination, sexual harassment, confidentiality, board membership and inside information etc. Upon joining you will be required to sign certain documents such as employee agreement etc. The employee agreement provides a statement of basic standards of behaviour and expectation central to RannLab value.

RannLab Technologies can **discontinue** with you within **15 days** of your joining date without paying any money if your **performance is not up to the mark**.

You agree not to 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 obtaining consent of RannLab Technologies. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the company.

Employee undertakes to keep their salary related information strictly confidential. In the event you decide to leave RannLab Technologies, you cannot accept employment, consulting or any other engagement with RannLab Technologies existing or past clients or business for which RannLab provided services directly or indirectly through another company or individual for a **period of 3 year** from the last day of work. If you breach the conditions, then you will be legally sued.

You will be required to claim all business-related expenses and settle all dues within 30 days of incurring the expenditure. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary.

We are looking to having you contribute to the company and we are confident that everyone else will be delighted to see you join our dynamic team. We are certainly excited to have you working with us.

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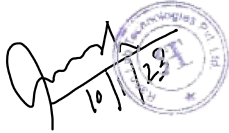
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You will find other terms and condition related to work at RannLab, on the below link. By accepting this offer letter, you will approve these terms and conditions, and policies

- <https://rannlab.com/employee-policy/>



**Yours Sincerely,**  
For RannLab Technologies Pvt. Ltd.  
Umesh Kushwaha (Director)

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I under take to keep the information on my compensation and benefits confidential.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement by **11-January-2023**. Upon your acceptance of this employment offer, RannLab Technologies will provide you with the necessary paperwork and instructions.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Candidate Signature**

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