

27th February, 2025

Mr. Ravindra Kumar Sharma
H.No. B-2, Plot-218, Shakti Khand-3,
Indirapuram Behind Cambridge School,
Ghaziabad, Uttar Pradesh-201010

Sub: Letter of Appointment

Dear Ravindra Kumar Sharma,

We are pleased to extend this letter of appointment, setting out details of your professional engagement with Orcapod.

This appointment is subject to the service conditions as mentioned below and conditions as mentioned in Annexure I attached.

You are hired with Orcapod as **Java+Angular** and will be designated as a **Principal Consultant**. Your assignment will start effective from **28th February 2025**. Orcapod will compensate for your services based on the Benefits breakup given in **Annexure II**.

If you are agreeable to the terms and conditions (Annexure I) and offered benefits (Annexure II), please sign this letter within three days of receipt. In case we do not receive the formal acceptance within the mentioned period, this offer will be treated as null and void.

Once again congratulations and welcome to Orcapod. We sincerely hope that, this appointment will be of mutual benefit.

For Orcapod Consulting Services Private Limited,

Sheeba Edinal
Sheeba Edinal (Feb 28, 2025 09:47 GMT+5.5)
R Sheeba Edinal
Senior Manager - People Strategy

Reenav
Reenav (Feb 28, 2025 09:21 GMT+5.5)
Reena Verma
Executive Vice President - People Success

I accept the appointment on the terms and conditions mentioned in the above appointment letter and attached Annexure.

Signature *Ravindra*

Date 28-Feb-2025

Name Ravindra Sharma

Place Noida

Orcapod Consulting Services Private Limited

414, Lodha Supremus II, Road No 22, Wagle Estate, Thane 400604, Mumbai, Maharashtra, INDIA.

Email: askus@orcapod.work | Website: www.orcapod.work

Bangalore | Gurgaon | Mumbai | Pune | Hyderabad

CIN: U93000MH2010PTC206406

Annexure I

Appointment Terms & Conditions

1. This appointment is offered on the basis of your having furnished to the Company accurate information regarding your age, education, qualifications, professional experience and other records. Upon Joining you will be required to provide with copies of your Birth certificate, Educational Certificates/ Mark sheets of your qualification, first two pages of your passport, proof of your current residential address, relieving letter and proof of your previous employment. If you do not have a passport, please provide any other government issued identity proof like driver's license, Income tax Pan card or Voter's Id. By accepting this offer, you are giving your consent to Orcapod for doing any reference or background check any time in future.
2. Your services are transferable to any of the Company's establishments, branches, customer locations, sister concerns in India or overseas which are in existence presently or which may be formed/established in future.
3. By accepting this offer, you are agreeing to sign Non-Disclosure Agreement, which will restrict you to share business information inside & outside the organization.
4. During the period of your professional engagement, you will have access to Orcapod or Customer's computer applications, systems, databases, tools, techniques and processes. You will ensure that all these assets are used only for Orcapod or customer business purposes.
5. During the period of your professional engagement and thereafter, you will not divulge and business secrets or confidential information to any third party, including your benefits related information, any knowledge obtained by you concerning the business of the Company and customers, whether relating to administration, accounting, research, methods, processes, tools, agreements, customers, suppliers or other relevant matters. This also covers any and all industrial and intellectual property created, such as, without limitation, data, process improvement and innovative use of existing methods.
6. As part of your professional engagement, you will acquire business knowledge, information, and data, which include, but not limited to, documents, process knowledge, presentations, access to various databases, passwords etc. On finishing or termination of your engagement with Orcapod, you will unconditionally return this information to Orcapod or Customer and will not retain any copies or extract. You will indemnify Orcapod against any complain or liability coming from customer or any other stakeholder.

Orcapod Consulting Services Private Limited

414, Lodha Supremus II, Road No 22, Wagle Estate, Thane 400604, Mumbai, Maharashtra, INDIA.

Email: askus@orcapod.work | Website: www.orcapod.work

Bangalore | Gurgaon | Mumbai | Pune | Hyderabad

CIN: U93000MH2010PTC206406

7. As part of your commitment to non-solicitation, you will not seek any direct or indirect or through a third party, part time or fulltime, job or assignment with any unit of Orcapod customer or vendor during your professional engagement or for a period of 6 months thereafter. You as an individual indemnify Orcapod for this.
8. During the period of appointment, you shall devote your full time, energy and ability exclusively to the cause of business interest of Orcapod and shall not without prior written consent, render to other services of any kind free or for compensation, or engage in any other business activity that would materially interfere with the performance of your obligations under this appointment.
9. As part of your professional engagement, you will be governed by the code of conduct, discipline, rules and regulations as laid out by Company from time to time and these will be deemed to form an integral part of this appointment offer.
10. Orcapod puts extreme emphasis on professional behavior & ethical conduct. In no circumstances, Orcapod will accept breach on this expectation from you. You shall take personal liability for all loss or damages caused by you arising out of your actions, default, or negligence. If Orcapod is found liable or settles a claim for the above, you shall fully indemnify Orcapod from all liabilities. This clause will still be active even after you leave Orcapod's service.
11. During the course of your employment, you shall not at any time, without prior written consent from Orcapod board members accept, obtain or interest yourself for reward or gratuitously in any work or business other than that of Orcapod.
12. Your deployment will be at Orcapod customer site. You will work from customer offices and will be under the supervision of customer. You have to work as and when required by Orcapod Customer.
13. We have a commitment to our customers that people at Orcapod will be accessible to them 24*7. Hence for business success and coordination needs with your colleagues, Orcapod expects you to be reachable and available at such hours as shall be required.
14. Performance Bonus, if any, would be paid on completion of one year from the effective start date. Calculation of Performance Bonus would be complete prerogative of Company.
15. Leave and other HR policies, defined by Orcapod, will be applicable to your appointment. In case Orcapod staff you at customer location, working hours and other operational policies of the customer organization might be applicable. In case Company, as part of monthly salary, is paying leave encashment in lieu of mandatory leaves; Then Company has right to deduct salary against availed leave.
16. If you wish to leave the employment or the Company decides to terminate your services, ninety (90 days) notice shall be given by either side. Based on business

Orcapod Consulting Services Private Limited

414, Lodha Supremus II, Road No 22, Wagle Estate, Thane 400604, Mumbai, Maharashtra, INDIA.

Email: askus@orcapod.work | Website: www.orcapod.work

Bangalore | Gurgaon | Mumbai | Pune | Hyderabad

CIN: U93000MH2010PTC206406

needs of the client, Company reserves the right to change the notice period. For sake of attendance calculation, Last Working Day will be considered as last billable day approved by the Client. In case of performance or disciplinary issue, Company reserves the right terminate your employment without any notice.

17. Your promotions and increments shall be subject to your performance and contribution to the Company. This will be assessed by Orcapod and/ or customer on regular basis. Company will have sole discretion to decide on this topic.
18. Furthermore, Orcapod reserves the rights to terminate your appointment immediately, at any time, in the event:
 - a. You are guilty of dishonesty, or serious or persistent misconduct, or you neglect or refuse to attend to your duties or fail to perform any of your obligations, or fail to observe the Orcapod's Business, disciplinary and ethical code, guidelines and policies.
 - b. You absent yourself from the commitment with Orcapod without prior approval, or overstay agreed leave without prior intimation and approval, as you will be deemed to have abandoned appointment voluntarily.
 - c. Customer finds your work and performance unsatisfactory.
19. For all other areas not expressly mentioned above, you shall be governed by Orcapod HR policies and the terms and conditions as applicable to consultants in your cadre
20. Orcapod reserved the right to alter the above terms and conditions at its discretion.

For Orcapod Consulting Services Private Limited,

Sheeba Edinal

Sheeba Edinal (Feb 28, 2025 09:47 GMT+5.5)

R Sheeba Edinal
Senior Manager - People Strategy

Signature 

Date **28-Feb-2025**

Name **Ravindra Sharma** Place **Noida**

Orcapod Consulting Services Private Limited

414, Lodha Supremus II, Road No 22, Wagle Estate, Thane 400604, Mumbai, Maharashtra, INDIA.

Email: askus@orcapod.work | Website: www.orcapod.work

Bangalore | Gurgaon | Mumbai | Pune | Hyderabad

CIN: U93000MH2010PTC206406

Annexure II Cost to Company Breakup


Name	Ravindra Kumar Sharma
Designation	Principal Consultant
Date of Joining	28th February 2025

Particulars	Monthly	Yearly
CTC	1,16,667	14,00,000
Basic (Paid Monthly)	46,667	5,60,000
HRA (Paid Monthly)	23,333	2,80,000
Children Education Allowance (Paid Monthly)	200	2,400
Conveyance allowance (Paid Monthly)	1,600	19,200
Medical Allowance (Paid Monthly)	1,700	20,400
Medical Insurance (Deduction)	330	3,960
Special Allowance (Paid Monthly)	31,838	3,82,050
Statutory Outlay (Deduction)	1,950	23,400
Leave Encashment (Paid Monthly)	2,917	35,000
Leave Travel Allowance (Paid Monthly)	3,889	46,667
Gratuity	2,244	26,923
Total	1,16,667	14,00,000
Yearly CTC		14,00,000
Monthly CTC		1,16,667

Terms & Conditions:

1. Financial benefits mentioned above are the consolidated numbers. Actual salary structure will be as per Company policies. Any kind of statutory taxes will be deducted from the offered benefits.
2. Company wants to reiterate that your Salary details are strictly confidential and should not be shared with anyone other than Company HR
3. Form - 11, with required declaration, must reach our HR seven days before your first payroll cycle.

Received & Accepted

Signature  Date 28-Feb-2025

Name Ravindra Sharma Place Noida

Orcapod Consulting Services Private Limited

414, Lodha Supremus II, Road No 22, Wagle Estate, Thane 400604, Mumbai, Maharashtra, INDIA.

Email: askus@orcapod.work | Website: www.orcapod.work

Bangalore | Gurgaon | Mumbai | Pune | Hyderabad

CIN: U93000MH2010PTC206406












Offer letter_Ravindra Kumar Sharma

Final Audit Report

2025-02-28

Created:	2025-02-27
By:	Orcapod Consulting (hr.department@orcapod.in)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMBZZ_ucJLzGDIf48oUOE2LDCOqivoSUW

"Offer letter_Ravindra Kumar Sharma" History

-  Document created by Orcapod Consulting (hr.department@orcapod.in)
2025-02-27 - 11:10:51 AM GMT- IP address: 106.219.155.113
-  Document emailed to reena.verma@orcapod.work for signature
2025-02-27 - 11:11:56 AM GMT
-  Email viewed by reena.verma@orcapod.work
2025-02-28 - 3:51:22 AM GMT- IP address: 106.219.164.151
-  Signer reena.verma@orcapod.work entered name at signing as Reenav
2025-02-28 - 3:51:35 AM GMT- IP address: 106.219.164.151
-  Document e-signed by Reenav (reena.verma@orcapod.work)
Signature Date: 2025-02-28 - 3:51:37 AM GMT - Time Source: server- IP address: 106.219.164.151
-  Document emailed to r.sheeba@orcapod.work for signature
2025-02-28 - 3:51:38 AM GMT
-  Email viewed by r.sheeba@orcapod.work
2025-02-28 - 4:16:54 AM GMT- IP address: 49.47.216.197
-  Signer r.sheeba@orcapod.work entered name at signing as Sheeba Edinal
2025-02-28 - 4:17:57 AM GMT- IP address: 49.47.216.197
-  Document e-signed by Sheeba Edinal (r.sheeba@orcapod.work)
Signature Date: 2025-02-28 - 4:17:59 AM GMT - Time Source: server- IP address: 49.47.216.197
-  Document emailed to ravindra.sharmacs@gmail.com for signature
2025-02-28 - 4:18:00 AM GMT
-  Email viewed by ravindra.sharmacs@gmail.com
2025-02-28 - 4:32:14 AM GMT- IP address: 74.125.209.5



Signer ravindra.sharmacs@gmail.com entered name at signing as Ravindra Sharma

2025-02-28 - 4:34:37 AM GMT- IP address: 103.70.200.172



Document e-signed by Ravindra Sharma (ravindra.sharmacs@gmail.com)

Signature Date: 2025-02-28 - 4:34:39 AM GMT - Time Source: server- IP address: 103.70.200.172



Agreement completed.

2025-02-28 - 4:34:39 AM GMT