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EduBrix
Overseas Consultancy Pvt. Ltd

Shaping Global Careers

Offer Letter

To,
Mr. Kartik Shah
29, Rajendra Niwas, Bhandar Gali,
Near Sitla Devi Temple Mahim W
Mumbai
Maharashtra - 400016

May 26, 2024

Dear Shuchi,

In reference to your interview dated **May 15, 2024**. We are pleased to offer employment on rolls of EduBrix Overseas Consultancy Private Limited (EduBrix Overseas).

1. The Job:

- | | |
|---------------------------|--|
| a. Position | → Junior Business Analyst |
| b. Location of Employment | → Base location - Mumbai |
| c. Dated Joining | → June 01, 2024 |
| d. Remuneration | → Rs. 1.2 LPA CTC (Refer Annexure for details) |
| e. Probation Period | → 6 months |

You will be on probation period for six months from the date of your joining. You will be considered as confirmed employee only on the receipt of letter of confirmation from the company. Your services during training period can be terminated by 30 days' notice on either side.

2. Leave:

You will be entitled to leave as per the Leave Policy of the Company.

3. Transfer:

The company may utilize your services in any section/division, office or establishment and/or related companies forming a part of EduBrix Overseas.

4. Other matters:

- You will not without prior written permission, from the company, carry on any business or Profession or any part-time, assignment or publish any article or deliver any talk on any subject related to the activities you are either directly or indirectly engaged in for the company. You will devote your entire attention in your duties to promote the interest of the company.
- You will be responsible for equipment, calculators, books, laptop, sim card etc. in your custody. The company reserves the right to deduct the money value of such things from your dues and take such other action as deemed proper in the event of your failure to account for such property to its satisfaction.
- You shall inform the company about any new or novel process, techniques or design you may make, discover or invent. All such discoveries or inventions will be the property of the company. The company may at its discretion take patents in your name for such discoveries or inventions & the company will retain the rights to such address.



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5. **Secrecy:**

You, during your employment and thereafter for period of three years from your termination date for any reason whatsoever, shall not:

- a. Divulge or disclose to anyone any confidential or business information related to the company (including group companies) or its affairs, products, processes etc.
- b. Join, provide service or become directly or indirectly involved with any of the few companies known in the business to be competitors of the company or its group companies.
- c. Directly or indirectly approach any employee or the company offering alternative employment or any customer of the company offering any product or service similar to those of the company or Group Company.

6. **Work ethics:**

In keeping with the policy of the company of conducting its affairs in strict compliance in letter and spirit of law and adherence to business ethics, you shall not:

- a. Accept or offer substantial gifts, or indulge in entertainment, favors or payments which can be construed as excessive, influencing or improper
- b. Borrow from or lend to or avail services of employees, customers or suppliers.
- c. Misuse or allow to be misused the property of the company
- d. Initiate or approve any form of personal, sexual or social harassment or discrimination of anyone
- e. The company will discuss about professional matters only with the employee and not with relatives or acquaintances of the employee

7. **Termination:**

- a. After confirmation of your services if for any reason you wish to resign from the company's services, you may do so by giving 60 days' notice in writing or pay the company 60 days basic salary in lieu thereof. Similarly, the company can at its discretion terminate your services by giving 60 days' notice in writing or pay 60 days basic salary in lieu thereof.
- b. This contract of employment may be terminated without notice or any compensation in lieu thereof, if any act of yours is detrimental to the interest of the company, or convenes any conditions or this appointment or if any information provided by you during the process of appointment is found to be incorrect or false.

8. **Policies, rules and regulations:**

Any change in the rules and regulations, policies and guidelines announced by the company from time to time and applicable to you will form a part of this contract employment.

9. **Retirement:**

We have recorded your date of birth December 22, 1982 based on the data given by you. You will retire on reaching an age of 58 (fifty eight) years.

10. **Training Abroad:**

During your service with the company, if you are sent abroad for training at company's expense, you will be liable to serve the company for 3 (three) years from the date you return



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to India. In case you decide to leave the company before period of three years, you shall be liable to repay the total cost incurred by the company for such training.


11. E-mail:

E-mail facility provided by the company is to be used exclusively for company's business. The company will have the right to check the e-mails sent and received. Sending any information related to the company to unauthorized persons will be treated as a breach of trust and will be construed as a serious offense. You will be personally responsible for the misuse of the e-mail and all its consequences including litigation arising there from.

We welcome you as a member of EduBrix Overseas Consultancy Private Limited and hope that our association will be mutually rewarding.

Please sign and return the copy of this contract of employment in token of your acceptance of the terms and conditions without any reservation.

EduBrix Overseas Consultancy Private Limited


Mrs. Swapnaja Kulkarni
Director

Confirm that all the information given by me is true & my appointment in your company is subject to the validity of this information. Having read and fully understood the above terms and conditions, I agree to abide by them.

Agreed & Accepted,


Mr. Kartik Shah
Passport **U4099968**



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Salary Annexure

Salary Component	Amount (Rs)	
	Per Month	Per Annum
Basic Salary	10000	120000
	10000	120000

*Ex Gratia →

- For every successful enrolment for counselling services you would receive 10% of the counselling fee that EduBrix receives (It varies country wise and also depends if the case is direct or sourced from channel partner).
- For every successful enrolment income generated from various streams like training, education loan, forex fee transfers, commission, accommodation assistance, visa assistance, flight booking assistance that EduBrix receives (It varies country wise and also depends if the case is direct or sourced from channel partner) would be shared with you to the tune of 5%

The aforementioned amount will go for review after three months or 10 successful placement of student abroad whichever is earlier.



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