

Date: 30<sup>th</sup> April 2021

## Offer Letter of Employment

Dear **Shailesh**,

Congratulations upon your selection and choosing Zen&Art as your career choice.

Welcome to the Zen&Art Inc family. We are pleased to offer you the position of **Senior Associate Specialist** with us at our **Bangalore** Office.

Based on the discussions your Date of Joining with Zen&Art will be on or before **3<sup>rd</sup> May 2021** and shall not change in any circumstances.

A new beginning and culture wait for you so that we can achieve the company's vision of building a global IT Products, Services and Consulting firm. Work life at Zen&Art is all about exciting new challenges, focused approach and innovation embedded into every deliverable for future growth. It is needless to mention that professionalism is an integral part of our work culture.

Following are the terms and conditions of the offer: Your all-inclusive annual compensation will be **INR 22,00,000/- (Twenty-Two Lacs Only)**. The Annual & monthly salary break-up is presented in **Annexure 1** along with Joining Benefits and other benefits applicable to you and your family. **Notice Period: 2 Months (60 Days)**.

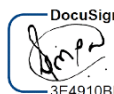
In addition, you will be eligible for Gratuity, Medisclaim, Group Personal Accident Insurance, General liability, Indemnity, and workman compensation insurance benefits as per the company policy. The duly signed appointment letter will be issued to you on the first day of your joining at Zen&Art, only upon submitting your valid testimonials related to your joining formalities.

You shall be governed by the terms and conditions of service during your employment with Zen&Art as per existing HR policies and those that may be amended from time to time.

As a token of your acceptance of the above terms and conditions of the offer, please sign the duplicate copy of this letter and indicate the date on which you can begin your employment with us.

We would look forward to your joining us for an exciting journey ahead.

Yours sincerely,

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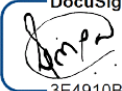
**Swati Priyadarshini**  
**Associate Director- HR**  
**Zen & Art**

**Accepted By**  
**Shailesh Jayprakash Singh**

ANNEXURE 1

CTC Breakup	Monthly CTC	Annual CTC
	<b>1,83,333.33</b>	<b>22,00,000.00</b>
Basic	55,000.00	6,60,000.00
HRA	22,000.00	2,64,000.00
Special Allowance	91,704.50	11,00,454.00
<b>Fixed Salary Total</b>	<b>1,68,704.50</b>	<b>20,24,454.00</b>
Child Education Allowance	200.00	2,400.00
Child Hostel Allowance	600.00	7,200.00
Fuel & Maintenance Reimbursement	2,400.00	28,800.00
Driver Reimbursement	900.00	10,800.00
Leave Travel Assistance	4,583.33	55,000.00
Mobile / Telephone Reimbursement	1,500.00	18,000.00
<b>Reimbursement Total</b>	<b>10,183.33</b>	<b>1,22,200.00</b>
<b>Gross Salary</b>	<b>1,78,887.83</b>	<b>21,46,654.00</b>
Company Contribution to PF	1,800.00	21,600.00
Gratuity	2,645.50	31,746.00
<b>Benefits Total</b>	<b>4,445.50</b>	<b>53,346.00</b>
<b>Cost to Company (CTC)</b>	<b>1,83,333.33</b>	<b>22,00,000.00</b>
<b>Professional Tax</b>	<b>200.00</b>	<b>2,400.00</b>
<b>Net before Tax deduction</b>	<b>1,76,887.83</b>	<b>21,22,654.00</b>

\*\* Take home would be subject to tax deductions based on prevailing government taxation norms and subject to investments declared and proofs submitted.


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**Swati Priyadarshini**  
**Associate Director- HR**  
**Zen & Art**

**Accepted By**  
**Shailesh Jayprakash Singh**

## Perks & Benefits

- **Leaves**-You will be entitled for 40 days of annual leaves and will be allocated based on the pro-rata basis, depending on date of joining. (PL/EL-18, SL/CL-12, PH/10)
- **Mediclaim / Group Mediclaim Policy** - Total Cover is **INR 5 Lacs**. Group Mediclaim Policy. In these times of rising medical costs, the Zen&Art Group Mediclaim Policy is the perfect health protection for the employees and their family (covers a maximum of 2 parents, spouse and 2 children). It takes care of the expensive medical treatment incurred during hospitalization resulting from an accident or illness.
- **Group Personal Accident Insurance** – Total cover is **INR 10 Lacs**. Group Personal Accident Insurance is suitable for our employees, to ensure our employees covered against permanent total disablement, accidental death, loss or eyes and limbs, and permanent partial disablement.
- **Term Life Insurance** – Total cover is **INR 10 Lacs**. It is intended to provide monetary guarantee to our employees covered under the group term life insurance plan in the case of death of the employee.
- **Appraisal Cycle** – Appraisal cycle falls as per financial year April – March. Employees joining on or before 31st Dec will be eligible for the said year's appraisal cycle, candidates joining after 31st Dec will be eligible in the next year's appraisal cycle on a pro rata basis.
- **Gratuity** – To be paid to the employee as the government norms, to be eligible for gratuity under the Gratuity Act, an employee needs to have at least five full years of continuous service with the current employer.
- **Provident Fund** - As per The Employees' Provident Funds & Miscellaneous Provisions Act, 1952.
- **Shift Allowance** – Employees working in the shift either starting or ending between **8 PM – 6 AM** with minimum of **4hrs** of work duration between **8 PM – 6 AM** will be considered as night shift to be eligible for shift allowance. Rest all shifts will be considered as Normal working hours.
- **No Transport** – No transport will be provided to any Employee working in regular shifts. Transport facility or an allowance for the same will be paid to those working in shift either starting or ending between **8 PM – 6 AM** with minimum of **4hrs** of work duration between **8 PM – 6 AM** will be considered as night shift to be eligible for transport allowance.
- **Certification sponsorship** – Employees would be eligible for a sponsorship or reimbursement on Certifications on actuals upto INR 25,000 per annum upon successful completion of the course. For further details refer detailed policy document.
- **Annual Vacation sponsorship** – Employees would be eligible for an annual vacation sponsorship upon joining upto INR 25000 per year. For further details refer detailed policy document.
- **Certification sponsorship cost and Annual vacation paid if any would be retrieved if employment is ceased by either of the parties within one year.**

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**Associate Director- HR**  
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[www.zenart.com](http://www.zenart.com)