

EDUS23-1075

09/06/2023

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Dear Aditya Shrivastava,

Further to your recent interview, I am pleased to offer you the following employment as **Business Development Trainee** with Edustation, with a commencement date of **20/06/2023**. Please report to the undersigned on **20/06/2023** at our office located at 2751 31st Main Road CPWD Quarters Sector 1 HSR Layout Bengaluru 560102 Karnataka India based on the terms and conditions stated herein. This offer letter upon written acceptance by you shall be deemed as Employment Agreement.

You will be under 10 days of unpaid training from **20/06/2023 to 29/06/2023**

On the Job Training Start Date : **30/06/2023**

On the Job Training End Date : **29/10/2023**

COMPENSATION DURING PROBATION : *(Subject to statutory and other deductions)*

Total CTC : **384000** INR per Annum.

Base : **120000** INR per Annum.

Incentives : **12000** INR per Month.

Target : **185000** INR per month.

We request you to upload the signed copy of this letter by clicking the link provided in the email along with the documents mentioned in Annexure. If we do not receive the above mentioned documents in token of acceptance from you within 5 days from the date of this letter, we shall assume that you do not wish to take up this offer of employment and our offer will lapse automatically. We sincerely hope that you will accept this appointment and look forward to having you onboard.

I have read and understood the above terms and conditions and I accept this offer, as set forth above, with Edustation, and will report on or before **20/06/2023**.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Working Hours : 9 Hours a day (Inc. Lunch Break).

Job Type : Full Time PROBATION.

Location : 2751 31st Main Road CPWD Quarters Sector 1 HSR Layout Bengaluru 560102
Karnataka India.

COMPENSATION BREAK UP (CALCULATED ON BASE)

SL NO	PARTICULARS	PER ANNUM	PER MONTH
1	Basic Salary	120000	10000
2	Dearness Allowance	36000	3000
3	House Rent Allowance	60000	5000
4	Conveyance Allowance	10000	833
5	Special Allowance	14000	1167
X	Gross Salary	240000	20000
1	Income Tax	0	0
2	Professional Tax	2400	200
3	Medical Allowance	0	0
Y	Total Deductions	2400	200
(X-Y)	Net Salary	237600	19800

POST PROBATION PACKAGE: (Based on Performance during PROBATION)

Salary Range : 4 LPA to 7 LPA + Performance based incentives

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



ANNEXURE 1

Sl. No	Particulars
1.	Professional / Educational Certificates and Mark Sheets towards: 10th standard or equivalent examination 12th standard or equivalent examination Graduation Post-graduation / Doctorate Other relevant educational or skill certifications
2.	COLOUR SCANNED COPY OF YOUR : Signed Offer Letter with passport size photograph attached to it.
3.	Aadhar Card, PAN Card, Voter ID or Driving Licence Scanned Copy.
4.	Bank Account Details: Bank PassBook First Page Bank Name, Your Name as per Bank records, Account Number, IFSC Code

Training Policy

- By accepting this offer you agree to perform all responsibilities assigned to you with due care and diligence and in compliance with the management norms.
- On joining, you will be under unpaid training for 10 working days and post which you will be under review on your performance for the next 10 working days.
- Performance evaluation will be conducted and on successfully passing the evaluation, you will be eligible for entering the production floor for OJT.
- During the training period you will not receive any of the employee benefits that regular employees receive.
- The company reserves all the right to terminate your employment at any time without providing any reasons or notice.
- At any time if you wish to discontinue the training due to personal reasons , you will have to serve a notice period of 1 month (as per the T&C mentioned by HR's) or will have to pay a compensation equal to 1 month stipend.



- You will be receiving your full and final compensation post resigning from the company after 45 days only after completion of all the exit formalities (T&C applicable as per the discussion during exit).
- The original documents you provided will be returned back after completion of background verification.
- Anytime you wish to take back the original documents due to any reasons between your training period, you are required to submit a valid replacement document which is approved by HR.
- All the information acquired during the course shall be strictly confidential and you shall refrain from using it for your own purpose or from disclosing it to anyone outside of the Company.
- Upon conclusion of your tenure, you will immediately return to the Company all of its property, equipment and documents including electronically stored information.
- Official communication either within the company or outside the company should be through the company Email of your manager only.
- Post successful completion of the Training tenure, the candidate will be prone to performance based pre-placement offers by the company and the package may vary depending on the candidate performance during their probation / employment.

SIGNATURE: _____

DATE: _____

(Candidate's Signature)

Aadhar Number : _____

PAN Number : _____

Beneficiary Name : _____

Bank Name: _____

IFSC code : _____

Account Number : _____



HR POLICIES & DECLARATION

Human resource policies must be developed, identified, and implemented by all businesses. These policies are critical to the success of any firm. Each organisation is unique in terms of size and nature of operations, necessitating customised human resource strategies tailored to their specific demands. Employee interactions and separation, employment processes, and employee salary and benefits will all be discussed. The goal of this project is to learn about the organisation's human resource policies. Employee happiness and consequently highly motivated employees are achieved through HR policies. The major goals of diverse HR policies are to promote efficiency by improving motivation and, as a result, achieve organisational goals and objectives.

Human Resource policy, employees, motivation, salary, and so on are all keywords.

At Edustation, we understand that our employees are the foundation of our success, and that nothing can be accomplished without their active participation.

This paper contains the rules that serve as a solid foundation for effective Human Resources Management within the Edustation Group. It describes the Human Resources function's vision and objectives to all Edustation's workers and depicts every facet of the Edustation employee lifecycle.

All Edustation employees are inspired by the Edustation's Management and Leadership Principles in their activities and interactions with others. All of the essential ideas that Nestlé promotes and subscribes to on a global scale are referred to as the Corporate Business Principles. Both of these documents serve as the foundation for the current policy.

Sound judgement, compliance with local market rules, and common sense will guide the implementation of this policy, which will take into consideration the specific circumstances. Its ethos should be followed in all circumstances, and it can be summed up in one sentence: At Edustation, we put people first in all we do.

REGARDS,

AUTHORITATIVE SIGNATORY
EDUSTATION



HR A1 0.1 - JOINING FORMALITIES

You are required to produce the latest signed offer letter provided by Edustation along with your PAN card and Aadhar copy.

You are required to send a soft copy of all the mentioned documents to the respective mail provided in your offer letter.

You might have to produce an original document as per your offer letter for background verification on request.

HR A1 0.2 - TRAINING POLICY (FOR INTERN)

You will be placed under a training period of 10 working days which will be unpaid.

During your unpaid training period, your performance will be monitored and necessary measures will be taken in order to improve your performance.

The targets that you cover during your unpaid training will be still counted for overall performance and monthly targets.

HR A1 0.3 - PROBATION (FOR INTERN / TRAINEE)

You will be under probation for the tenure mentioned in your offer letter during which your performance shall be reviewed by the Company. In case of unsatisfactory performance your probation may be ended or extended subject to additional conditions.

Your employment is terminable by giving (48 hours) notice in written, post which you will be called for counselling and 30 days of notice period has to be served post confirmation from the HR (OR) as mentioned in your offer letter & the company reserves the right to terminate any intern if found lacking in performance, code of conduct or any other reasons.

Upon successful completion of probation period without any extension you shall be offered with full time employment opportunity from the company if the intern

Is legally eligible to work in any firm as per the Indian law.

Has completed his/her degree or any similar education.

Is a proven performer and is eligible to receive full time employment from the company.

At any point of time if you wish to leave the company due to reasons of your own, you will have to pay a compensation amounting to 1 month's total pay or as mentioned in your employment offer.

HR A1 1.1 - LEAVE POLICY (FOR INTERN / TRAINEE)

You are entitled to get one day weekly off from the company.

Apart from your pre-approved week-offs, you are not entitled to get any other benefits which are provided for a full-time employee.

You might receive paid leave (PL) based on the company's interest or requirement but will not be provided on request.



NOTE: ANY BENEFITS PROVIDED FOR AN FULL-TIME EMPLOYEE WILL NOT BE PROVIDED FOR AN INTERN.

Any unauthorised absence during your PROBATION/training more than 3 days will result in termination of employment. If you have any unavoidable circumstances or exams, you are required to keep the reporting manager and the HR's informed regarding your leave requirement with a valid supporting document as a proof (If necessary).

HR A1 2.1 - WORK FROM HOME POLICY (FOR INTERN / TRAINEE)

- Work From Home can be only taken in case of health / Other valid reasons by writing a mail along with attested proof.
- Work From Home will be provided only after getting reporting manager & HR approval.
- Work From Home will be partially or fully paid after getting the work report approved by the reporting managers.
- If the work given is incomplete, the day will be marked as Loss Of Pay (LOP).
- Doing Work From Home without HR or reporting Manager's approval will lead to Loss Of Pay (LOP).
- Work from home cannot be taken on an immediate request basis unless the reporting manager and HR has approved in written format.

HR A1 3.1 - TIMING (FOR INTERN / TRAINEE AND EMPLOYEES)

- Your total shift hours will be 9 hours, out of which you are required to provide 8 working or productive hours with 1 hour of break in between.
- You are required to adhere to the allotted shift and it is mandatory for you to login and logout without fail through the mediums provided.
- Any employee or intern/trainee providing less than 8 working hours or productive hours in office, will be marked as half day.
- Any employee or intern/trainee providing less than 6 working hours or productive hours in office, will be marked as Loss Of Pay (LOP).
- In case of an error in attendance, you are required to reach out to respective HR and regularise it before the given deadline.
- Unauthorised absence for more than 3 days will lead to termination of employment by the company with no or performance based settlement as per notice policy (HR A1 4.1.1).
- If you have failed to login for any particular day (OR) have done a late login, you are required to write a mail to your respective reporting managers and your team leaders along with the HR and get a written approval for the same for regularisation.

HR A1 3.2 - WEEKOFF (FOR INTERN / TRAINEE AND EMPLOYEES)

- Any Employee or Intern/Trainee working in Edustation are eligible for getting one day off in the respective week.
- Your week off day will be decided by your reporting manager and the HR depending on the company's requirement.
- If any Employee or Intern/Trainee working at Edustation tends to take leaves in series with any Week off, their off will be cancelled and that day will be considered the same as other leaves.



- Any request for change of week off day must be mailed to their respective reporting managers along with the HR and the same has to be approved by both the parties.

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

HR A1 4.1 - TERMINATION OF EMPLOYMENT BY YOU (FOR INTERN / TRAINEE)

During probation, you are required to give the company at least 48 hours notice in writing. Post confirmation from HR, you are required to give the company a minimum of 1 months' notice period. Where notice period as per terms of employment is not served, pay in lieu of notice period would be reduced from the final settlement dues to the employee.

Upon immediate termination of employment by you, you will have to compensate by paying up to an amount equal to 1 month's stipend to the Company in lieu of the notice period.

HR A1 4.1.1 - NOTICE POLICY

During your notice period, your targets and other work related information will be discussed by HR in their counselling session.

Post acknowledgement of the notice mail, you are required to work for 1 calendar month as per the discussion that you had with the HR and fulfil the requirements provided.

If failed to do so, pay in lieu of notice period would be reduced from the final settlement dues to the Intern Or He/She might have to pay in lieu based on the performance status during notice.

Your eligible Full and Final Settlement (F&FS) will be provided 45 days post completion of your notice period based on your performance. (Applicable for training/PROBATION completion also).

HR A1 4.2 - TERMINATION OF EMPLOYMENT BY THE COMPANY (FOR INTERN / TRAINEE)

During the probationary period, the company has all the rights to terminate your employment without notice or payment in lieu of notice.

In the event of misconduct, breach of policies, Code of Conduct, involvement in any criminal activity of sexual harassment incident or similar such reasons, the notice period of one month shall not apply and services may require to be terminated immediately.

Notice of Termination may be handed to you personally, by email or sent to your last recorded address. The Company reserves the right to ask that you no longer work at your office location for the duration of your notice period in case circumstances require.

NAME: _____

DATE: _____

SIGNATURE: _____



HR A1 5.1 - SLIPS AND WARNINGS

At Edustation we focus on building a disciplined and friendly environment at the same time maintaining confidentiality.

The following consequences will be applied*, in order of escalation, should you not demonstrate improvement or cease violation of company policies:

- Verbal warning
- Documented warning notice
- Job suspension for 3 days without pay for one work week
- Third and final warning notice followed by an in-person meeting along with a pay cut of one work week.
- Termination of employment (Should the past warnings and suspension not result in improvement of actions)

We are determined to continue enlisting our expert knowledge at Edustation and within our work environment, and we will do whatever we can to help you improve your performance to meet our quality standards. The above provided sequence of warnings shall not be applicable in certain circumstances.

5.1.1 PINK SLIP :

Employee shall use his best efforts to limit dissemination of Confidential Information to other employees, officers and agents of Employer on a need to know basis or as directed by Employer, and not to disclose to any other person(s) or organisation(s) that has not signed a non-disclosure agreement with Employer specifically directed to Confidential Information.

Such information includes:

- Compensation information of an employee or an Intern/Trainee.
- Any confidential information related to any current projects or clients.
- Company's internal information such as plans, Road maps and strategies.
- Discussion of any benefit provided by the employer to the employee to other colleagues or team members.
- Other confidential information.

Any written warnings issued on the basis of disclosure of confidential information will be termed as PINK SLIP.

PINK SLIP can be issued with warnings / with or without a revision of offer provided.

5.1.2 RED SLIP :

At Edustation we promote freedom of expression and open communication. But we expect all employees to follow our code of conduct. They should avoid offending, participating in serious



disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

Any written warnings issued on the basis of misconduct will be termed as RED SLIP.

RED SLIP can be issued with warnings or a termination letter.

5.1.3 BLUE SLIP

This policy sets out how Edustation handles the personal data of its employees, customers, suppliers and other third parties.

Protecting the confidentiality and integrity of personal data is a critical responsibility that we take seriously at all times. This policy is therefore intended to apply to the personal data that we process.

This policy does not form part of any employee's contract of employment, and we may amend it at any time. It does not override any applicable national data privacy laws and regulations in countries where we operate.

FOR MORE DETAILS ABOUT DATA SECURITY POLICY REFER HR A2 Section Any written warnings issued on the basis of data breach will be termed as BLUE SLIP.

NOTE : THIS MAY BE APPLICABLE AS WARNING OR TERMINATION WITHOUT PAY & NOTICE

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

SIGNATURE: _____

(Candidate's Signature)

DATE: _____



HR A2 0.1 - ACCEPTANCE OF SOFTWARE AND SYSTEMS USAGE To EDUSTATION. ("The Company")

The company forbids the use of unauthorised software on any company equipment or the use of unauthorised software on any personal or non-company issued equipment. The company forbids unauthorised access, or any unauthorised attempt to access, any data maintained on any computer systems.

Unauthorised software comprises any software that is not on the Edustation IT list of approved software or which has not been procured via the authorised procurement channels and includes any unsolicited software, demonstration software that has not been previously checked by Edustation security or an authorised agency of Edustation IT Security, and any software that is delivered in such a way that it may have been tampered with.

Unless the prior specific written approval of senior management is obtained, the use of unauthorised software on company equipment or other breach of the above will be viewed as gross misconduct and an extremely serious violation of the company's regulation which may lead to disciplinary action including but not limited to termination, or other appropriate action as necessary by the company.

I confirm that I have read and understood the above conditions and the use of unauthorised software and systems. I also understand that the company may from time to time notify amendments or additional conditions or policies governing access, use and protection of data, systems and software and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____



HR A2 0.2 - DATA PROTECTION DECLARATION To EDUSTATION. (“The Company”)

- I, the undersigned, make this declaration in my capacity as an employee of Edustation, and as a condition of being assigned by Edustation to perform certain services for Edustation EDTECH PVT LTD and any of its direct or indirect subsidiaries (Individually a “Data controller” and together the “Data Controllers”).
- I hereby and solemnly undertake that i will at all times maintain strict confidentiality with regard to, and will not for my own or any other person’s use (whether for profit or not) make copies of or note about, any and all matters of a confidential nature or the personal data of anyone including but not limited to name, age, preferences, medical or health status or any other information which is reasonably deemed personal in nature or deemed personal data bylaw concerning any of the data controllers, their customers, the state of their accounts or any other matter relating to the affairs of a data controller and permission of the data controller or the person to whom any duty of confidentiality is owed. Should I be required by the law to make such a disclosure, I shall so far as lawfully promptly inform the Edustation of such a requirement.
- I undertake to deliver up to Edustation and any records in any medium which I may hold at the end of my assignment in performing services for any of the data controllers.
- I hereby confirm that I have read or viewed, and will confirm during the period of my assignment in performing services for any of the data controllers with, the following rules or requirements (as the same may be amended from time to time):
 - Edustation policies and standards concerning Information Technology and Information Technology Security.: In this respect I understand that the loading or use of software not supplied and authorised by Edustation EDTECH PVT LTD on Edustation computer systems and/or the loading or use of Edustation group’s software on any other equipment is strictly forbidden;
 - Edustation staff training video on data protection;
 - Security procedures specific to the building where I am to carry out my assignment; and
 - Edustation staff handbook.
- I also confirm that i shall read or view, and will confirm during the period of my assignment in performing services for any of the Data Collectors with, any other rules or requirements (whether in



relation to the data protection legislation referred to in paragraph above or otherwise) advised to me by Edustation

I confirm that I have read and understood the above conditions. I also understand that the company may from time to time notify amendments or additional related to the subject matter above and I agree to abide by them in full compliance thereof.

NAME: _____

DATE: _____

SIGNATURE: _____



DECLARATION OF ABSENCE OF PROCEEDINGS

I hereby confirm that :

I have never been convicted of a criminal offence involving fraud or dishonesty; and i have never been declared bankrupt.

Edustation Dept. / Job Title : _____

NAME: _____

DATE: _____

SIGNATURE: _____



HR A2 0.3 INFORMATION SYSTEMS USAGE - TERMS AND CONDITIONS

- Usage of or access to the internet, computer and software 'equipment' wherever situated in Edustation premises or those made available by Edustation, its customers or business partners to be conducted in a business-like and professional manner. Use of Email and computer systems are provided for Edustation's business matters only. Any breach is subject to disciplinary procedure, up to and including revocation of access privileges and termination of employment.

- Internet and Email access is not to be used for following purposes, which are expressly forbidden:
Solicitation of correspondence unrelated to business activities, illegal, libellous or offensive messages, prejudice or harassment whether racial, sexual or of any other kind, action prejudicial or another's business, his reputation or his Internet access (inflaming, Spamming etc), for download of pornography, game software or other salacious or frivolous material, for obtaining or purchasing executable (exe) software without specific prior approval or video, audio or music material, nor for participation in news - groups, use-groups or, chat-rooms, nor for issuance for any of formally unauthorized business advice.

No legal commitment by Email on behalf of any member of Edustation, or for the conclusion of any form of commercial contractual agreement; nor for communication of any advertising/marketing material without prior approval of an authorised person must be made.

- The user shall respect and abide by all the applicable laws, including confidentiality, copyright and data protection laws. In particular the user must not copy or transmit to third parties the work of others without their permission as this may infringe copyright.
- Hard copies must be taken of any electronic mail messages which need to be retained for regulatory or other legal purposes, as advised by the compliance function. Comment – Edustation management to access if they like to retain practice.
- The user will bear in mind at all times that electronic mail messages, however confidential or damaging, may have to be disclosed in court proceedings or investigations.
- Edustation is entitled at any time to examine the computer systems and/or download details of and/or monitor any usage of any kind by the user of the internet including, without limitation, any Email messages, whether or not created by the user, the content of any page downloaded and any mechanisms which record the user's use of internet.



I _____

The user acknowledges receipt of the above conditions (which I have read and understood). I accept, and agree to comply with, all the matters referred to in them. I understood that failure to do so may result in disciplinary action against me. I also understand that the company may from time to time notify amendments or additional conditions related to the subject matter above and I agree to abide by them in full compliance thereof.

DATE: _____

SIGNATURE: _____



HR A2 0.4 - DATA CONSENT FORM
PERSONAL DATA - CONSENT

In consideration of being evaluated for employment by Edustation, for the purpose of pre-employment, during employment and post employment processing of my personal data.

I hereby expressly agree and consent as follows:

Edustation or its authorised agent or service providers or third parties including platform or aggregators may collect, process and disclose my personal information/ data to verify the accuracy of the information i have provided in my application form or during my recruitment process, by conducting appropriate background checks. In this regards, Edustation may, amongst other, obtain a personal credit report, conduct a criminal record search, and contact the persons i have appointed as personal reference during my recruitment process.

I understand and agree that:

My personal information/ data may be processed, analysed and assessed by or on behalf of Edustation by third parties whether based in India or other location, where they may be less stringent data protection law than in India.

Edustation shall protect my personal data in accordance with the applicable law by using industry standard security and protection protocols.

At any time Edustation or its authorised agent or service providers may request, collect, process and disclose my personal information/ data for processing my salary, health insurance, employee benefits, for employment or other intranet or internet portals or platforms and other search operations lawfully necessary.

NAME: _____

DATE: _____

SIGNATURE: _____

