

Suraj Kumar
7541003028
Address: Jhapaha, Muzaffarpur - 842004

August 30, 2023

Dear Suraj Kumar

Sub: Appointment as “Associate Software Engineer”

On behalf of Company Name (“**DigiClap Technologies Private Limited**”), I am pleased to offer you the position of “**Associate Software Engineer**”. In this role, you will be posted in, **B1, Industrial Area, Sector 62, Noida** India and will report directly to **Prashant Kumar Pandey (CTO)**. By signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from performing your duties with the Company.

Your joining date will be “**1st Sep 2023**” (“**Effective Date**”), subject to satisfactory verification of your credentials and background verification conducted by the Company at its sole discretion.

In the event you do not have a valid Permanent Account Number Card (PAN card) you should apply for the same at the earliest, failing which, as per the Indian Income Tax Act, 1961, the Company is required to deduct 20% TDS or such amounts based on the average rate of income-tax at rates in force, whichever is higher, from your compensation.

Please note the following key terms and conditions of your employment:

1. Remuneration: You will be paid a total remuneration of **INR [2.20,212] (Rupees Two Lakhs Twenty Thousand Two Hundred Twleve Only) per annum on a Cost to Company basis (CTC)**, payable on Company’s regular payroll dates. Details of your compensation are provided in **Annexure-A**.
2. Working hours: Your normal working hours shall be 5 (six) days a week from 9:30am to 6:30pm.
3. Leaves: You shall be entitled to 6 (six) casual, 6 (six) sick and 15 (fifteen) privilege days paid vacation, subject to prior approval by the Company.
4. Termination: The Company can terminate your employment by giving 60 (sixty) days’ notice in writing or payment of 2 (two) months’ salary in lieu thereof. You may resign at any time by giving a 60 (sixty) days’ notice in writing or payment of an amount equivalent to 2 (two) months’ salary in lieu thereof, and the resignation shall take effect upon acceptance of resignation and, if applicable, the expiry of the relevant notice period. The Company may accept your resignation with immediate effect and reserves the right not to accept payment in lieu of notice.
5. Employment Relationship: Employment with the Company is for no specific period of time. 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. 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 the Company’s Chief Executive Officer.
6. Outside Activities: While you render services to the Company, you agree that you will not engage in any other employment, consulting or other business activity without the written consent of the


Company. In addition, while you render services to the company, you will not assist any person or entity in competing with the Company, in preparing to compete with the Company or in hiring any employees or consultants of the Company.

7. Withholding Taxes: All forms of compensation referred to in this letter are subject to applicable withholding and payroll taxes.

8. Entire Agreement: This letter supersedes and replaces any prior understandings or agreements, whether oral, written or implied, between you and the Company regarding the matters described in this letter. We would appreciate it if you would sign and send to the Company a duplicate copy of this letter indicating your acceptance of the said appointment subject to the above-mentioned terms and conditions, within a period of 7 (seven) days from the date of this offer.

Upon your acceptance of this offer, we will prepare an **Employment Agreement** containing detailed terms and conditions of your employment, which will be executed between the Company and you. Your employment with the Company shall, throughout, be governed by the said Agreement and any other Company's policies notified to you from time to time.

We welcome you to our organization and look forward to a long and mutually rewarding association.

<p>On behalf of Company Name</p>  <p>Auth. Signatory</p>	<p>Accepted and Signed by Employee Name</p> <p>Employee Name</p>
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Location: Noida

Annexure 1-A Salary Structure

Salary Heads		Annual	Monthly
Basic		1,26,000	Rs. 10,500.00
Allowances		71,640	Rs. 5,970.00
	HRA	63,000	Rs. 5,250.00
	Statutory Bonus	0	Rs. 0.00
	Transport Allowance	0	Rs. 0.00
	Medical Allowance	0	Rs. 0.00
	Special Allowance	8,640	Rs. 720.00
Reimbursements		0	Rs. 0.00
	Telephone & Internet Expenses	0	Rs. 0.00
Employee Share			
	Employee EPF Contribution	16,152	Rs. 1,346.00
	Employee ESIC Contribution	1,488	Rs. 124.00
Total Salary		1,97,640	16,470.00
Employer Share			
	Employer EPF Contribution	16,152	Rs. 1,346.00
	Employer ESI Contribution	6,420	Rs. 535.00
CTC		2,20,212	18,351.00

Net Pay	1,80,000	15,000
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Acceptance

Name: _____
Date: _____

Signature: _____
Location: _____

Note : TDS will be deducted Extra as per Govt. Norms.