



GLOCYBS PVT. LTD.

BE SECURE WITH GLOCYBS

March 29, 2024

Dear Sohail,

Congratulations! We are pleased to confirm that you have been selected to work for **GLOCYBS Pvt. Ltd.** We are delighted to make you the following job offer:

We are pleased to offer you the position of **Web Developer** within our esteemed organization. This position will report directly to the Manager who will play a crucial role in shaping the visual identity of **GLOCYBS**. We would like you start work on **01 February, 2024**. Please report to us for documentation and orientation on **05 February, 2024**. If this date is not acceptable, please contact the HR department of the company immediately. On joining, you will be invited to a meeting with respective team leads, and you may be required to upload your basic documents.

We are confident you will be able to make a significant contribution to the success of **GLOCYBS** and look forward to working with you.

Best regards,

Ritu Farswan
Human resource
GLOCYBS PVT. LTD.

Employee Signature _____

Date _____

Employee Printed Name _____



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Annexure A

1. Posting and Work type

Glocybs providing hybrid work mode and flexibility to work from home in your schedule, in some case you maybe required to visit and work from office, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

3. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

4. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.



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Annexure B

These are the proposed benefits for you, and it is subject to eligibility.

Components	Amount
Basic Salary	12 LPA
Dearness Allowance (DA)	1 LPA
House Rent Allowance (HRA)	1 LPA
Conveyance Allowance	1 LPA
Other Allowances	1 LPA

Note: You will receive all your benefits forming part of your remuneration package subject to, and after, professional taxes in accordance with applicable law.



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Annexure C

1. Date of Joining, Compensation and Grade

1.1. You are expected to join the company by **01 February 2024**. Your fixed Cost to the Company (CTC) is **12 LPA** per annum. (details in Annexure-B).

1.2. To confirm our arrangements regarding your employment with **GLOCYBS Pvt. Ltd.** As part of our commitment to your professional growth and financial stability, please be advised that your salary will be disbursed by the first week of each month, starting from your date of employment.

1.3. Please note that your first salary will be disbursed after 45 days from your date of employment. Subsequently, starting from the second month, your salary will be provided every month.

1.4. As part of our commitment to fostering a supportive and fulfilling work environment, we are excited to announce that we will soon be providing comprehensive company policies. These policies will outline our commitment to our employees' well-being, professional growth, and overall success within the organization.

1.5. We look forward to welcoming you to the team and providing you with further details regarding our company policies upon your acceptance of this offer.

1.6. We are excited to welcome you to our team and are confident in the value you will bring to our organization.

1.7. We look forward to your contributions to our team and anticipate a mutually rewarding working relationship.

2. Posting & Transfer

2.1. The position is transferable and may require you to be posted at any of the company's offices in the country. However, your base office will be our Ghaziabad office.

3. Full-Time Employment

3.1. This is a full-time assignment, and you are expected to devote your complete time and attention to this position. You shall not engage yourself directly or indirectly, in any other work either paid or in an honorary capacity outside.



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4. Working Hours & Leaves

4.1. The normal office observes a 6 day/week Monday through Saturday, from 9.30 A.M. to 06.30 P.M. Sundays are observed as off days. However, being in the service business, you are expected to be on call 24 hours a day.

4.2. You are entitled to take leave as per the leave policy of the company.

5. Leaves

5.1. The year runs from January 1 to December 31 for leave purposes.

5.2. The employee is entitled to one or more consecutive days of paid time off for one or more of the categories listed below:

5.2.1. Casual Leave

5.2.2. Sick Leave

5.2.3. Earned Leave

5.2.4. Maternity Leave

5.2.5. Menstrual Leave

Specific details and guidelines for each leave category can be found in the separate Leave Policy document, which you'll receive on your first day. Please note that all leave requests are subject to company approval.

6. Probation Period

6.1. As you embark on this new journey with us, we want to inform you that the initial three months of your employment will serve as a probationary period.

6.2. During this time, we will closely monitor your performance, integration into the team, and adherence to company policies and values. Your continued employment with GLOCYBS beyond this probationary period will be contingent upon a satisfactory assessment of your performance and alignment with our organizational goals.

6.3. Please consider this period as an opportunity for mutual evaluation, growth, and development. We encourage open communication, feedback, and proactive engagement to ensure a successful transition into your role.

6.4. If you have any questions or concerns regarding this probationary period or any other aspect of your employment, please do not hesitate to reach out to your supervisor or the HR department for assistance.



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7. Termination Policy

This policy describes the procedures and circumstances for termination of employment at GLOCYBS. It applies to all employees, regardless of the position or employment status (full-time, part-time, temporary).

7.1. Termination by the company for cause:

The Company may terminate your employment immediately for any of the following reasons listed below, which shall be considered termination for cause:

7.1.1 Breach of agreement or corporate policies: Willful or repeated failure to follow the provisions of your employment contract or established corporate policies, standards, rules, or laws.

7.1.2 Misconduct: Committing acts of fraud, dishonesty, theft, sexual harassment, or any other serious misconduct in performing your duties.

7.2. Termination by the company without cause:

7.2.1. The Company may terminate your employment at any time, without cause, provided written notice is given to you 30 days before your last day of work.

7.3. Termination by Employee:

7.3.1. You have the right to resign at any time, with written notice provided to the company 90 days before the last working day.

7.4. Mutual Termination:

7.4.1. The Company and you may mutually agree to end your employment agreement anytime. This agreement should be in writing and signed by both parties.

7.5. Termination upon Death:

7.5.1. In the terrible event that you die, your employment with GLOCYBS will be immediately terminated. Your estate will receive all earned salaries and benefits up to the end of the month in which you died.

7.6. Compensation following Termination:

7.6.1. Unless otherwise stated in this policy or required by law, upon termination of employment, you will only be entitled to compensation (salary, bonuses, etc.) accrued through the date of termination. You will not be entitled to any further salary, bonus, severance, compensation, or benefits from the Company, even if they were previously computed or disclosed.



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7.7. Termination during Probation Period:

7.7.1. During your initial probation period, the termination notice time is shorter.

7.7.2. The Company may terminate your employment with a written notice of 10 days or by giving you 10 days salary instead of notice.

7.7.3. You can resign while on probation, but only after giving 20 days written notice.

8. Non-Compete Clause

8.1. Non-solicitation of employees:

8.1.1. The Employee agrees with the Company that for 1 year following the termination of employment under this Agreement, the Employee will not, directly or indirectly, on the Employee's behalf or for any other person, firm, or company: Solicit, seduce, or attempt to solicit, any employee of the Company or its subsidiaries

8.2. Non-Competition:

The Employee further pledges with the Company that for 1 year following the termination of employment under this Agreement, the Employee shall not, directly or indirectly, for themselves or as an agent or employee of any other person, corporation, or company:

8.2.1. Engage in any activity or business that competes with that of the Company, its affiliated companies, or subsidiaries.

8.2.2. Provide services for:

8.2.2.1. Any client or subcontractor with whom the Company had an active commercial relationship at the time of the Employee's termination or within the six (6) months preceding termination.

8.2.2.2 Any client or subcontractor with whom the Company was, at the time of the Employee's termination, in active proposal or procurement discussions, or was actively preparing to solicit for business within the next six (6) months, provided the Employee knew or had reasonable cause to know of such preparations.



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9. Change of Job Duties

GLOCYBS may occasionally need to modify job duties to meet changing business needs. When such situations arise, we will strive to ensure the following changes:

9.1. Remain Consistence with the Job Type: The revised duties will align with the general skillset and experience required for your original position. We won't transfer you to a completely different role outside your expertise.

9.2. There will be no negative impact on your salary, benefits, or other terms of employment as a result of changes to your job duties.

9.3. We will provide you with clear explanations for any changes and will welcome your questions and feedback.

We recommend that you familiarize yourself with this policy. If you have any questions regarding your employment status or this termination policy, please don't hesitate to contact the Human Resources department at hr@glocybs.com or admin@glocybs.com.

Best regards,

Ritu Farswan
Human resource
GLOCYBS PVT. LTD.

Employee Signature _____

Date _____

Employee Printed Name _____



www.glocybs.com
admin@glocybs.com



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