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Plot No. 32, Industrial Area, Sector 44,
Gurgaon 122002, India.
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22-08-2023
Shubham Bijalwan
A-1-8/304, AIR India Colony
Vasant Vihar
South West Delhi, Delhi - 110057

Dear Shubham,

Letter of Employment - Lead

Following our recent discussions, we are delighted to offer you the position of Lead with Annalect India (part of the Omnicom Media Group). At Annalect India, we are growing and are committed to help our clients and people excel and we are confident that your contributions would enrich your career and Annalect India.

Your annual compensation (CTC) is **Fifteen Lakh Rupees** only. We are also committed to provide employment benefits including insurance, medical (for self, dependents, and one parent), and benefits related to leaves and life events. Our philosophy of career development ensures career and growth opportunities through continuing education & certifications, internal job movements, secondments/transfer to our various offices, our proprietary learning platform and ongoing coaching. Please note the below information related to your offer of employment:

Joining Date	18-09-2023
Work Timings	11am to 8pm
Office Location	Gurugram
Department	Reporting & Insights
Reporting Manager	Varun Singh

Kindly countersign this letter as an acceptance of the offer. On receipt of your confirmation, our onboarding team will connect with you. Meanwhile, if you have any questions, please reach out to us. Once again, we are looking forward for you to join our growing team at Annalect India.

Yours Sincerely
For Annalect

Divya Patney
Executive Leader

Details of your compensation and benefits

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	450000	37500
HRA	225000	18750
Special Allowance	698665	58222
Total A	1373665	114472
Paytm Food Wallet	13200	1100
Provident Fund	54000	4500
LTA	37500	3125
Gratuity	21635	1803
Total B	126335	10528
Grand Total	1500000	125000

**Please note LTA and Gratuity are annual components.*


***Our annual performance cycle is April every year and the period of review is Jan- Dec. You will be eligible for an annual performance bonus upto 20% based on the individual and the company's performance. Eligibility for performance bonus is one should have served a minimum of 6 months in the **current review period**.*

Benefits (illustrative):

- Medical Insurance: Our company provides a **Mediclaime of 3.00 lakhs** for the employee, spouse, 2 children, and **3.00 lakhs** additionally cover one parent. For the other parent the cost is borne by the employee.
- Employees working in shifts with log out time post 3:00 am are entitled to INR 5000/- per month of shift allowance.
- Employees working in shifts with log out time post 12:00 midnight till 3:00 am are entitled to INR 3000/- per month of shift allowance.
- Leaves and flexible working to ensure our employees focus on their professional and personal commitments.

- YourDost: Exclusive helpline and counselling for our employees to ensure they focus on mental wellbeing.
- ALex, our state-of-art learning access to help our leaders and employees through their career journey. Access to coaches and mentors to help our talent grow.
- COVID-19 Support for all our employees and their families: Vaccination, Dedicated helpline, Hospitalization assistance, Providing Oxygen Concentrators, and counselling services.
- You will also be eligible for our Rewards and Recognition programs.

For Annalect



Divya Patney

Executive Leader

Our Terms of Employment:

1. Confidentiality: You will hold the Confidential Information received (including this offer letter) from Annalect India (part of the Omnicom Media Group) in strict confidence and will exercise the highest degree of care to prevent disclosure to others.
2. Upon the termination of your employment with the Company, or at the request of the Company any time prior to termination, you shall return to the Company, or destroy, as may be directed by the Company, all Company property and documents, including notes, memoranda, correspondence and other documents containing any Confidential Information, inventions and intellectual property rights, on whatever media and wherever located. You shall not retain copies of any Confidential Information, inventions or other material without the Company's prior written consent.
3. You shall not, at any time after the termination of your employment, present or hold yourself out as being in any way connected with or interested in the Company or in the business of the Company, or directly or indirectly make, publish or otherwise communicate any derogatory or defamatory statements whether in writing or otherwise concerning the Company or any of its directors, employees, officers, shareholders, agents, consultants or advisors.
4. Code of conduct and Integrity: You shall, during your service with the Company, work to the best of your ability and devote your full time to the Company's business as directed by the Company. So long as you are employed by the Company you shall not have interests or be employed at any time either directly or indirectly by any other business except with the prior consent in writing of the management. You shall observe and be bound by the Company's rules and regulations as varied by the Company from time to time insofar as they affect your employment with the Company.
5. Probation: You will be on probation for a period of 180 days, commencing from your actual date of joining with us, and will continue to be so unless and until you are expressly confirmed in writing in the regular service of the company.
6. During the probationary period your services may be dispensed with by the Company at any time, with Fifteen (15) days prior written notice and without assigning any reasons in the sole discretion of the Company. Similarly, you may also terminate the services by giving Fifteen (15) days prior notice in writing.
7. Notice period: In case of resignation, you must provide the Company prior written notice of 60 Calendar Days. After giving 60 days written notice, you must serve the Company till the entire notice period of 60 days is over. However, the Company shall be entitled to grant you any waiver in the notice period and you shall be liable to pay salary in lieu of the notice period so waived, which will be at the option and sole discretion of the Company.
8. Please note that the company is entitled to revoke both the joining bonus and the confirmation bonus in the event of voluntary termination of your employment contract by you OR termination of your employment contract by the company due to a breach of any of the terms of your employment contract by you (including a notice of termination issued in either event) during the twelve (12) months from the date of your joining and the company is entitled to recover/settle the said amount from your final settlement pay-out.

• Relocation Amounts paid during the joining time is recoverable in case you decide to leave Annalect India within one year of joining.

9. Provident Fund: You will be eligible for membership of the Company's Provident Fund maintained with the office of the Regional Provident Fund Commissioner subject to its rules and regulations. The Company will match the employee contribution of twelve percent, as mandated by the current statutory provisions.

10. Gratuity: You will be entitled to Gratuity as per company rules calculated at the rate of 15 days salary for every completed year of service. Such eligibility is applicable upon your completing five years of continuous service with the Company. However, in case your employment is terminated (by either party) prior to completion of five years of continuous service then you will receive an equivalent amount as ex-gratia (taxable).

11. Tax Liability: It shall be your responsibility to meet all requirements under the income tax laws, including tax. compliance and filing of tax returns, whether payable in India or elsewhere, which may result from your remuneration. The salary entitlements will be subject to deduction of tax at source as may be applicable from time to time.

12. Indemnity: You shall indemnify the Company and keep it indemnified and held harmless from and against all actions, proceedings, claims, liabilities, losses, expenses, penalties, demands and costs (including without limitation, reimbursement of any loss suffered by the Company and/ or its officers, directors, employees agent or affiliates and their legal costs), awards, damages, losses and/ or expenses arising directly or indirectly as a result of any breach of the provisions of your appointment.

13. Company Assets: You will be responsible for safe-keeping (and return in good condition and order) all properties and /or assets which may be entrusted to you by the Company, if any, provided to you. The Company shall have the right to deduct the monetary value of all such properties and /or assets from your dues and take such other action as it may deem proper in the event of your failure to account for such property to its satisfaction.


14. Any act on your part which may adversely affect the Company's interests may lead to the immediate termination of your services and the company reserves the right to proceed against you under the law of the land.

15. In the event that any provision herein shall be determined to be void or unenforceable in whole or in partly by reason of the area, duration or type or scope of matter covered by the said provision then the said provision shall be given effect to in the reduced form as may be decided by any court of competent jurisdiction.

16. Your employment contract and all terms are governed from the Corporate Office of the Company at Mumbai. Therefore, in the event of any dispute / differences relating to this appointment or termination thereof, the jurisdiction will be of the courts in Mumbai.

17. This appointment records all prior commitments given by us verbally or in writing and is the sum total of our understanding with each other.

For Annalect



Divya Patney
Executive Leader