

Appointment Letter

Dear Ayush,

Date: 28, August 2025

Alchemy Employee ID: ALS/19923

Congratulations,

We are pleased to offer you an appointment with ALCHEMY TECHSOL INDIA PVT. LTD. as Senior GenAI Developer. This letter confirms terms and conditions with respect to your planned employment with Alchemy Techsol India Pvt. LTD.

1. Your salary and other allowances shall be as per enclosed statement provided in '**Compensation & Benefit Sheet**'. It is further understood and agreed that in case, due to change in any legal enactments or other legal requirements, the company is required to contribute any sum by way of statutory payments (eg. PF.etc.) the salary as stated above will be recomputed so that cost to the company will remain same as agreed above.
2. Your start date at Alchemy is **28, August 2025**. Your appointment stands effective from the day you join duty.
3. You will be or may become eligible for other benefit plans as adopted by the company from time to time. The terms of those plans shall be determined by the company or thereafter amended and shall be governed by the terms applicable plans or award agreement plans or award provided to you at the time of issuance.
4. The company reserves the right to change or modify the manner, composition or mode of delivering compensation in its full discretion.
5. You shall comply with the leave, attendance and related policies as specified in the employee Handbook of the company.
6. You will be entitled to all leaves per annum to be taken as per leave policy of the company.
7. You will be placed on probation for a period of **6 months** and the said period can be extended. On the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent. During the probation period, company reserves the right to terminate your employment without any notice. Such Termination may occur based on specific needs or requirements of client projects or for any other reason deemed appropriate by the company.
8. During probation and post confirmation, the notice period of resignation will be **30 days**. determined and extended based on the process dependency. Alchemy Techsol India Pvt. LTD. would consider the Notice Period required to be served strictly and the employee is obligated to serve only the Notice Period as required by Alchemy.
9. Alchemy may terminate this agreement for cause, by providing 1 month ,notice in writing to the Employee. Likewise, the Employee is required to give **30 days**. notice of resignation. The Employer may, at its discretion, pay remuneration in lieu of some or all of this notice period.

10. After successful completion of your probation, you will be confirmed in writing as a permanent employee of Alchemy Techsol India Pvt. LTD. You will be entitled to statutory and service benefits and be governed by discipline and other rules existing or may come into existence from time to time, as and when applicable as per rules of Alchemy Techsol India Pvt. LTD. and such other benefit as applicable to employees in force from time to time to the location/place wherever you are working.
11. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
12. You shall retire from the services of Alchemy on attaining 60 years of age.
13. During the tenure of your services, you will wholly devote yourself to the work assigned to you and will not undertake any other employment either on full or part time basis without prior permission of Alchemy Techsol India Pvt. LTD. in writing. Any contravention of this condition will entail termination of your services from Alchemy Techsol India Pvt. LTD.
14. Your services are liable to be transferred or loaned or assigned with/without transfer, wholly or partially from one department to another or to office/branch and vice-versa or office/branch to another office/branch of an associate Alchemy Techsol India Pvt. LTD, existing or to come into existence in future or any of Alchemy Techsol India Pvt. LTD. branch office or locations anywhere in India or abroad or any other concern where this Alchemy Techsol India Pvt. LTD. has any interest. In such case, you will abide by responsibilities expressly vested or implied or communicated and shall follow rules and regulations of the department/office, establishment, jointly or separately, without any compensation or extra remuneration or provision or accommodation. You, thereupon, may be governed by service conditions and other terms of the said concern as may be applicable.
15. The aforesaid clause, will not give you any right to claim employment in any associate or/sister concern or ask for a common seniority with the employee of sister/associate concern.
16. In the event you are absent from duty without information or permission of leave or you overstay your sanctioned leave, the Management will treat you as having voluntarily abandoned the services of Alchemy Techsol India Pvt. LTD.
17. Your services are liable to be terminated at any time without any compensation :
 - a) As and when Alchemy Techsol India Pvt. LTD comes to know of any conviction by the court of Law during the tenure of your service with us or conviction and / or any bad record in the past under the previous employer, or because of your giving false information at the time of your appointment or concealed any material information or given any false details in the application form or otherwise as regard age, education qualification, experience, salary etc.
 - b) Theft, dishonest.
 - c) Harassment of a colleague or customer.
 - d) Repeated and serious failure to follow a reasonable instruction, poor performance.
 - e) Deliberate destruction of any property belonging to Alchemy.
 - f) Actions that seriously damage Alchemy's reputation.
18. **Obligations of Employee on Termination:**
Upon the termination of this agreement for whatever reason, or at any other time if so requested by Alchemy, the Employee shall immediately return to Alchemy all information, material or property (including but not limited to computer disks, printouts, manuals, reports, letters, memos, plans, diagrams, security cards, keys, and laptop computers) either belonging to or the responsibility of Alchemy and all copies of that material, which are in the Employee's possession or under their control.

19. ABSCONDING CLAUSE:

- a) Absence from work for a period of not less than three (3) working days without informing management of the reason for the absence will be considered unreported absence and/or absconding from duty.
- b) Such unreported absence will be considered as severe breach of contractual obligation of your employment terms with the Employer, and as a consequence of which you will be suo-moto terminated from the service by the Disciplinary Committee, without any explanations to you, and you will be bound to compensate the Employer to the tune of "Notice period payment" as well as the loss suffered by the Employer for your non-reporting to the duty to the Client of your Employer including their consequential loss for your such absence and/or loss of man power also including the cost towards extension or suspension of the project/assignment due to your such absence, and you remain bound by duty to pay the penalty amount and/or the compensation amount to your employer, which will be communicated to you simultaneously along with confirmation of your termination of service.
- c) However, an opportunity to appeal before the Disciplinary Committee can be preferred by you in writing stating briefly the grounds of appeal, within 05 (five) days of such receipt of communication of such termination and the demand of penalty amount awarded against you.
- d) Non-payment of the Penalty/compensation amount will attract legal action against you, without any notice to you, and the Employer have every right to adjust the same from the receivables by you, post termination, and also reserve the right to share the employment records with other hiring portals and/or companies and/or agencies, which you also agree and accept.

20. Company Asset Responsibility, Return, and Penalty Policy**a) Issuance and Ownership:**

- During the course of employment, the employee may be issued company/client-owned assets, including but not limited to laptops, desktops, mobile phones, data cards, SIM cards, ID/access cards, documents, software, intellectual property, and other tools or equipment necessary for official duties. All such assets remain the exclusive property of the Company/client.

b) Employee Responsibilities:

The employee shall:

- Maintain assets in good, operational, and secure condition, free from damage, unauthorized use, or tampering.
- Use company/client assets strictly for professional purposes in accordance with company policies.
- Ensure that no company data, intellectual property, or client-related information is copied, retained, or shared beyond the period of employment.

c) Asset Return:

- All issued assets, along with accessories, documentation, and access credentials, must be returned on or before the last working day or within 2 working days of separation, whichever is earlier.
- Return of assets is a mandatory part of the exit checklist. The exit process will be considered incomplete until assets are returned, verified, and acknowledged by IT/Admin/HR. No clearance will be granted without proper return and documentation.

d) Non-Compliance, Penalty, and Recovery:

In case of non-return, delay, loss, damage, or breach of data confidentiality, the Company reserves the right to:

- Recover the full cost of the asset(s) or applicable repair/replacement charges from the employee's Full and Final Settlement (FnF).
- If FnF is insufficient, require the employee to settle dues within 7 working days of notice, and if the notice is not complied, the issuance of NOC will be on hold till the dues are not satisfied/realised.
- Impose a penalty of ₹1,00,000 (Rupees One Lakh only) for negligence, misconduct, willful act, or delay in returning assets beyond the stipulated period.
- Recover any financial penalties, claims, or damages levied by the client arising from data breach, mishandling, negligence, or non-compliance attributable to the employee.
- Initiate legal proceedings without further notice if dues remain unpaid, even after FnF completion.

e) Legal & Disciplinary Action:

- Any violation of this policy, including non-return of assets, damage, or breach of data confidentiality, will result in legal and/or disciplinary action under applicable laws.

21. You will keep Alchemy Techsol India Pvt. LTD. informed of any change in your residential address that may happen during the course of the employment of your service with Alchemy Techsol India Pvt. LTD.

22. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc, written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment.
23. During the course or employment with Alchemy Techsol India Pvt. LTD. you will acquire, gain, gather and develop knowledge of and be given access to the business information about products activities, know how, methods or refinements and business plans and business secrets and other information concerning the products/business or Alchemy Techsol India Pvt. LTD, hereinafter called the "SECRETS". You will be liable for prosecution for damages for divulgence, sharing or parting any of such information during course of employment and on cessation for at least 2 years' period.
24. During or on cessation of employment with Alchemy Techsol India Pvt. LTD. I hereby affirm that the following items are things that I have learnt/had access to in due course or discharging my duties in Alchemy Techsol India Pvt. LTD. I solemnly affirm that I will not use for my own purpose or disclose or assist with the following information to any other person.
- Knowledge of Alchemy Techsol India Pvt. LTD. suppliers & contact points in countries across the globe.
 - Alchemy Techsol India Pvt. LTD. process or servicing customers.
 - Alchemy Techsol India Pvt. LTD. Mark-up strategies.
 - Any information that you have had access to including but not limited to financial statements, debit and / or credit, banking information, passwords, access control codes, etc.
25. You shall carry out the job offered and such other jobs connected with or incidental to which is necessary for business of Alchemy Techsol India Pvt. LTD. You shall do any other work assigned to you, which you are capable of doing or work at any other post which has been temporarily assigned to you.
26. You shall faithfully and to the best of your ability perform your duties that may be entrusted to you from time to time by the management. You will be bound by rules, regulations and orders promulgated by the management in relation to conduct, discipline and policy matters.
27. You are required to work exclusively for Alchemy Techsol India Pvt. LTD. and shall not take up any independent or individual assignment, whether fulltime or part-time. You will also not seek membership of any private, local or public bodies without first obtaining specific permission of the management. In the event of your becoming member without following due process as mentioned, it shall amount to contravention of provision of employment condition and the management reserves the right to take appropriate action including dispensing with your services, as it may deem fit.
28. You will not give out to any one, by word of mouth or otherwise, particulars of our business or administrative or organizational matters of a confidential nature which may be your privilege to know by virtue of you being our employee.
29. You are requested to return the enclosed copy duly signed as a token of your acceptance of the terms and conditions of your employment.
30. Any balance of advance or loan taken by you from Alchemy Techsol India Pvt. LTD. shall be fully recovered from your salary and any other legal dues including Gratuity, at the time of your leaving the services at Alchemy Techsol India Pvt. LTD.
31. While you are in employment in Alchemy Techsol India Pvt. LTD, you may be given or handed over Alchemy

Techsol India Pvt. LTD. property and/or equipment for official use and you shall take care of them including their upkeep. On cessation of employment with Alchemy Techsol India Pvt. LTD, you shall return all the documents, books, papers relating to the affairs of Alchemy Techsol India Pvt. LTD, purchased with Alchemy Techsol India Pvt. LTD. money, which may have come to you, and also any property or Alchemy Techsol India Pvt. LTD. in your possession.

32. We believe that you are capable of making an outstanding contribution and we can offer you a challenging and rewarding career at Alchemy Techsol India Pvt. LTD. Hope that this will be the beginning of a long and successful; career with us.

33. Alchemy Techsol India Pvt. LTD is obliged to deduct Income Tax at Source as per provision of Income Tax Act/ Rules. Accordingly, you are required to submit all required proof of permitted savings/investments and other details from time to time to enable Alchemy Techsol India Pvt. LTD to comply with the provisions of law. In the event of non-compliance by you as aforesaid if Alchemy Techsol India Pvt. LTD. is required to pay any interest or payment under Income Tax Act, it shall deduct the amount, as may be paid or payable from your salary or other payments and you shall allow Alchemy Techsol India Pvt. LTD. to comply with these requirements without objection.

34. We understand that you have participated in the Alchemy Induction Program and received a copy of the Employee Hand Book, by accepting this Appointment Letter you commit to abide by all terms & conditions of employment , you understand and ensure that all policies and processes of Alchemy / Deputed client would be adhered to during your employment with us.

35. Model Standing orders/service conditions:

You shall be governed/be bounded by the Model Standing Orders/Certified Standing Orders/ the Rules & Regulations of the company which may be amended / changed at the discretion of the management from time to time in demand with the business needs. These rules and regulations shall include, but shall not be limited to working hours, leave entitlement, paid holidays, perquisites, benefits & allowances , travel and conveyance , provident fund, gratuity, medical fitness, security measures, retirement, etc.

36. Conflict of interest:

You are expected to carry out your duties and responsibilities diligently, and shall at all times safeguard the interest of the company and keep the Company indemnified. The company regards conflict of interest as a severe offence , which may lead to immediate dismissal.

37. Termination:

Please refer to Point no.18 of the appointment letter and in addition to that, If at any time, you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be negligent, dishonest, disobedient or if you commit any breach of the terms and conditions of your appointment or on your conviction by any court of law for any offence involving moral turpitude, or 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 or concealed any information, in such cases, the company shall be entitled to terminate your employment forthwith without any notice or payment in lieu of notice.

38. Arbitration Clause:

In the event of any dispute arising out of or relating to the terms herein contained, the same shall be referred for Arbitration to the then Chairman / Director of the Company or such person nominated by him.The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 , as amended up-to-date at the time of referral . The arbitration will be held in Bengaluru , and its language shall be English. The arbitrator may dispense with such procedures that are permissible with the consent of the parties which consent will be deemed to have been given by you upon acceptance of this appointment letter. The award will be final and



binding upon you and the Company.

39. Jurisdiction:

The Courts of Bengaluru shall have exclusive jurisdiction.

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Compensation & Benefit Sheet

Employee Name	Ayush	
Designation	Senior GenAI Developer	
Location	Gurgaon	
Component	Monthly	Annual
Part A - Gross Salary		
Basic & DA	87529	1050348
HRA	35012	420144
Medical	1250	15000
Conveyance	1600	19200
Statutory Bonus	0	0
Special Allowance	93431	1121172
Total - A	218822	2625864
Part B - Employer Contribution		
Employer ESI (3.25% of Gross)	0	0
Employer PF (13% of Basic)	1950	23400
Gratuity (4.83% on Basic)	4228	50736
Total - B	6178	74136
Part C - Employee Deductions		
Employee ESI (0.75% of Gross)	0	0
Employee PF (12% of Basic)	1800	21600
Professional Tax	200	2400
GMI	500	6000
Total - C	2500	30000
Fixed CTC (Part - A + B)	225000	2700000
TOTAL CTC	225000	2700000
Fixed Net Take Home (Part A - C)*	216322	2595864

* Net take home is subject to TDS deductions as per income tax norms.

Refer Retention Bonus Policy for Pay-out of Retention Bonus.

This Annexure is subject to change with respect to any amendment in any of the Statutory Acts. The CTC would not be revised in the event of any such changes.

***Employer contribution of PF = Pension scheme 8.33% + Provident Fund 3.67% + EPF Admin charges 0.5% + EDLI 0.5%