

Date: 30th January 2024

Vigil Antony
Front-End Developer – Web Techneeq

Dear Vigil,

Based on our recent discussion with you, we are pleased to extend an offer to join Web Techneeq ("Firm") as a Front-End Developer with effect from 01st February 2024.

Your total cash compensation for one year is INR 1,77,500/- and will be structured as per attached Annexure – I Compensation Details.

- Your fixed compensation annually is INR 1,80,000/-; it includes allowances and will be structured in accordance with the Company's compensation guidelines.
- The above pay structure is applicable for One Year from Joining.

Your employment with Web Techneeq will be governed by the attached 'Terms of Employment'. You are required to carefully read and understand these Terms of Employment as a part of accepting this offer.

To indicate your acceptance of this offer and employment with Web Techneeq, please submit a copy of this letter and the Terms of Employment, with your signature on each page. Further, at the time of joining you are required to provide all documentation identified in Annexure – II.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Firm shall provide such information to the government body/authority without any notification to you.

We look forward to hearing from you regarding your decision to join the Firm. We wish you a successful career ahead of you and look forward to your joining us.

In case you have any feedback/ suggestion or have any query, feel free to contact us at info@webtechneeq.com

For WEB TECHNEEQ


Partner

Yours Sincerely,

Nikita Kundu

Co-Founder – Web Techneeq

ACKNOWLEDGED AND AGREED

Candidate's Signature

ANNEXURE – I

Compensation Structure – Annual	
Components	Amount (INR)
Basic	1,68,000
Conveyance	12,000*
Gross Fixed Compensation (A)	1,80,000
Professional Tax Deduction (B)	2,500
Gross Total Cash Compensation (A – B)	1,77,500

*In addition to the conveyance amount stated above you will receive Metro transport allowance to and from Ghatkopar – Marol Naka metro stations. The amount will be calculated monthly subject to submission of appropriate bills and will be added to the payroll.

Candidate's Signature

ANNEXURE – II

Required Documents at the time of on-boarding:

1. Copy of Appointment Letter duly signed by the Employee
2. Employee Commencement Form
3. Copies of Educational Certificates
4. Current & Permanent Address Proof (e.g., Electricity Bill or Rent Agreement)
5. Aadhaar Copy
6. Relieving Letter from past Employer
7. Experience Letter from past Employer
8. 3 Months' Salary Slip from past Employer.
9. 1 Photograph (To be affixed to the form)
10. Form 16/ 12(b) (Form 16 is a declaration of TDS issued by the previous employer and Form 12(b) is a self-declaration detailing salary and TDS in previous employment)

Candidate's Signature

TERMS OF EMPLOYMENT

The terms and conditions contained herein ("Terms of Employment") and policies shall be subject to modifications, from time to time, upon notice to you.

1 Employee Screening

- 1.1 You acknowledge and agree that the Firm has offered you employment based on the specific information and records furnished by you or on your behalf. You will provide or arrange to provide any information and/or grant any consent or permission required by the Firm from time to time to verify any such information and/or records and/or perform any background and/or reference checks. If, at any time, the Firm believes, in its sole discretion, that there is any discrepancy or inaccuracy in or with respect to any information furnished by you or on your behalf, including any information, documents or certificated provided as a proof of your qualifications and experience, or if you fail to cooperate with the Firm in conducting such verification and/or background and/or reference checks, the Firm may, in its sole discretion, elect to terminate or suspend your employment immediately.

2 Duties

- 2.1 The roles, responsibilities and duties appropriate to your designation or your employment, will be specified by the Firm from time to time. The Firm may at any time, in its sole discretion, upon notice to you, alter or otherwise modify these roles, responsibilities and duties.
- 2.2 The fundamental job responsibilities are mentioned as under:
 - 2.2.1 Meet with clients to understand their requirements and subsequently update them on progress.
 - 2.2.2 Present initial design ideas to clients
 - 2.2.3 Produce sample page layouts, known as 'wireframing'.
 - 2.2.4 Receive feedback from clients about draft sites and make necessary amendments.
 - 2.2.5 Design the physical imagery, graphics, and animations of new websites.
 - 2.2.6 Review inventory levels and ensure product availability in case of e-commerce websites.
 - 2.2.7 Choose colours and backgrounds for websites and position buttons, icons, links, and photos.
 - 2.2.8 Co-ordinate with graphic designers and copywriters
 - 2.2.9 Ensure the 'look' of new websites adheres to company branding and client requirements.
 - 2.2.10 Edit and proofread text content and grammar.
 - 2.2.11 Ensure websites meet accessibility and privacy standards.
 - 2.2.12 Install security protections on websites.
 - 2.2.13 Test new websites to ensure everything is working.
 - 2.2.14 Ensure websites function on a variety of devices.
 - 2.2.15 Ensure weekly backups of all websites hosted on Web Techneeq Server. At any given time there has to be 3 backup versions of any website stored which contains all files and database.
 - 2.2.16 Register web domain names.

- 2.2.17 Upload new websites to a server.
- 2.2.18 Present clients with finished websites
- 2.2.19 Redesign websites and debug code
- 2.2.20 Work on search engine optimisation (SEO)
- 2.2.21 Keep up to date with software and technology developments.
- 2.2.22 Maintain and update websites with monthly content as per client requirements.
- 2.2.23 Keep abreast with new trends and technical developments. Improve knowledge of scripting languages like HTML, CSS, JavaScript, Bootstrap, and jQuery.
- 2.2.24 Improve knowledge of Technology Frameworks like WordPress, Shopify, Squarespace.
- 2.2.25 Improving on time management skills to juggle between multiple projects having their own deadlines.

3 Hours of Work

- 3.1 The details have been mentioned in Web Techneeq Personnel Policy Guidelines Version 1.2. w.e.f. March 2020
- 3.2 You are expected to report to office every day of the week from 10:30AM to 06:30PM, unless stated otherwise.
- 3.3 Alternate Saturdays of the month, i.e. every 2nd and 4th Saturday will be a working day, unless stated otherwise.

4 Probation Period

- 4.1 The probation period will be four (04) months. During this period, you will not be allowed to take any leave.
- 4.2 During the probation period your performance will be closely monitored. If you fail to match the standards of the firm during this period, your appointment will be terminated at the discretion of the firm and in case of such termination you will have no right or claim against the firm.

5 Travel and Expenses

- 5.1 You may be required to travel in India, in connection with your employment with the Firm upon notice to you. While travelling for work, your expenses and costs in connection with such travel and any other expenses incurred by you during the course of your employment will be reimbursed in accordance with the current travel and expense policy of the Firm.

6 Salary and Benefits

- 6.1 Your compensation will be reviewed on an annual basis and your salary maybe adjusted, depending upon various factors, including your performance during the preceding performance period.
- 6.2 Notwithstanding the above, you acknowledge that it is the Firm's policy to review the compensation payable to its employees for successive years and such compensation maybe higher or lower than the compensation received for the previous year depending on various factors, including the overall performance of the Firm.
- 6.3 Unless otherwise provided by the Firm, your salary shall be paid in monthly instalments and in arrears.
- 6.4 In addition to our salary, you may receive other benefits, as applicable under the Firm's benefits or similar policies. Firm may, upon notice to you, at any time

and in its sole discretion amend, suspend, vary and modify any of the terms and conditions of these benefits and/or policies.

7 Leave Policy

7.1 The Firm's leave policy shall apply to your employment and may be modified by the Firm at any time, in its sole discretion, upon notice to you.

8 Termination

8.1 Your employment shall terminate immediately:
(a) When you reach the age of sixty (60) years
(b) If you fail to adhere to company guidelines.

9 Confidentiality

9.1 You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Firm and their contractors and/or clients. At any time during the term of your employment, you agree to execute non-disclosure or similar agreements required by the Firm with respect to such confidential information.

9.2 During the term of your employment and thereafter, you shall: (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Firm and solely for the purpose of which such Confidential Information was disclosed to you; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without the prior authorization of the Firm; (d) give prompt notice to the Firm of any actual or attempted unauthorized use or disclosure of the Confidential Information; and (e) return the Confidential Information, including any copies or reproductions, at the Firm's request or upon termination of your employment.

9.3 "Confidential Information" means any proprietary or confidential information, work product (whether produced by you or other resources of the Firm or provided to you by the Firm or on the Firm's and their contractors' and/or clients' behalf) designs, business information or plans, inventions, technical data, business strategies, trade secrets or know-how, in any media of the Firm, contractors and/or clients, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, research, business plans, product plans, service offerings or services descriptions, projects or opportunities, proposals, work product or deliverables, computer programs and documentation, contractor, customer or client lists, software developments, inventions, processes, formulas, technology, drawings, engineering plans, distribution and sales methods, sales and profit figures, finances, titles and descriptions of any patents or patent applications filed or which could be applied for in any country or jurisdiction, methodologies, training materials, personnel information and internal publications. Confidential Information shall not include information which is publicly available.

10 Non-Compete

10.1 During the term of your employment or these Terms of Employment, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which could result in direct or indirect competition with the business of the Firm.

11 General

11.1 These Terms of Employment and your employment is personal to you and you cannot assign, subcontract or transfer your obligations hereunder to any other person or entity. Web Techneeq may assign these Terms of Employment, in part or whole, upon notice to you. No delay or failure by Web Techneeq to exercise any of its powers, rights or remedies under these Terms of Employment will operate as a waiver of such powers, rights or remedies. If any provision of these Terms of Employment is held by any competent authority to be invalid or unenforceable, the validity of the other provisions and the remainder of these Terms of Employment shall not be affected. You shall not make any announcement concerning the Firm, contractors or clients without the Firm's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of the Firm, contractors or clients. These Terms of Employment will be construed in accordance with and governed by the Laws of India. These Terms of Employment, together with the offer letter (and any attachments thereto), are the exclusive and entire agreement between the parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

I have read, understood and agree to the terms and conditions as set forth in these Terms of Employment. My acceptance is as of the day and year written below.

Signature: _____

Name: _____

Date: _____

Employee ID: _____