

30 September 2024

**Mr. Vishwas Maheshwari**

No. 265, Rani Bazar Gonda, Bargawan, Uttar Pradesh – 271002.

**OFFER OF EMPLOYMENT**

Dear **Mr. Vishwas**,

On behalf of Wissen, I would like to sincerely thank you for taking the time and effort to go through our interview process and for your interest in the role. Based on our evaluation I am pleased to offer you employment as **“Senior Software Engineer ”** at our **Bangalore** office. You are requested to join us on or before **25<sup>th</sup> November 2024**.

Please convey your acceptance by e-signing this letter on or before **3<sup>rd</sup> October 2024**. This offer will expire if not received on the specified date.

Wissen Technology was incorporated in 2015 to provide niche solutions with its high-end Application Development and Machine Learning/AI capabilities. The company is part of Wissen Group, which was established in the year 2000 and has over 4000 employees. Wissen Technology is a young and dynamic organization and is growing rapidly.

Our organization is powered by six core values - Ownership & Commitment, Seeking Perfection, Curiosity, Respect, Integrity and Transparency. Our values drive our operating principles, namely Align with Client Goals, Make an Impact, Design for High Performance, Collaborate and Give. Through our values and operating principles, we aspire to be the partner of choice for our clients. I am sure that your contributions would be invaluable in taking the company forward.

Wissen is a merit-based organization and offers a path to becoming a partner in the company. You can become a partner by demonstrating an entrepreneurial zeal in alignment with our core values and operating principles. We are highly flexible and agile and often respond positively to ideas and suggestions.

On behalf of Wissen and its employees, I would like to welcome you with delight. Please refer to the enclosed documents for further details on the offer. Please do not hesitate to reach out to me in case you have any questions.

Sincerely,

**For Wissen Technology Pvt. Ltd,**



**Mohan Mummadi**  
**Managing Director**

**Enclosed:** Annexure-A (Salary Structure)/Annexure- J (Joining Bonus)/Annexure R (Relocation Benefit)



# **ANNEXURE A** **SALARY STRUCTURE**

ANNEXURE-A COST TO COMPANY(CTC)	
Name : Mr. Vishwas Maheshwari	
Designation : Senior Software Engineer	
<b>Monthly Components (In Rs.)</b>	
Basic Salary	70,584
House Rent Allowance/Company Leased Accommodation Allowance	28,234
Flexi Basket & Special Allowance	35153
<b>TOTAL: Monthly (A)</b>	<b>1,76,138</b>
<b>TOTAL: Monthly : Annualised (B)</b>	<b>21,13,660</b>
<b>Annual Components(In Rs.)</b>	
Provident Fund ( VPF can be opted up to 80% of basic salary)	21,600
Group Health Insurance (premium for family cover)	24,000
Gratuity	40,740
<b>TOTAL: Annual (C)</b>	<b>86,340</b>
<b>Cost to Company (B) + (C) [Annual]</b>	<b>22,00,000</b>
<b>* SOCIAL SECURITY &amp; HEALTH BENEFITS [As Per Schemes]</b>	<b>MAX SUB-LIMITS (per annum)</b>
Group Health Insurance (Additionally family can be covered with enhanced/reduced coverage)	5,00,000
Term life Insurance Cover	2 Times the CTC
Disability cover due to accident	3 Times the CTC
<b>@ FLEXI BASKET DETAILS</b>	<b>MAX SUB-LIMITS (per annum) in Rs.</b>
<b>TOTAL ANNUAL FLEXI BASKET &amp; SPECIAL Allowance</b>	<b>5,06,000</b>
Corporate NPS	Upto 10% of Basic
Official Attire	20,000
Fuel Reimbursement and Car Maintenance Charges	1,25,000
Mobile Purchase	50,000
Telephone Expenses	24,000
Internet Expenses	24,000
Training, Certification and Reference Books	60,000
Leave Travel Assistance / Allowance	1,20,000
Sodexo card (Default and mandatory component)	26,400
<p><i>Employee has an option of availing all, some or none of the <b>Flexi Basket</b> across various components as per annual limits and entitlements indicated in the CTC sheet. Based on the individual declaration and actual reimbursements, any unclaimed amount will be paid to the individual as an Allowance at the end of the year. <b>Please check with the HR team for more details.</b></i></p> <p><b>Note: Any Personal Tax liability arising out of compensation will be borne solely by the employee.</b></p> <p><i>Your compensation details are personal and strictly confidential only to you. This should not be shared with any person other than your reporting manager and HR.</i></p>	




## **TERMS & CONDITIONS OF EMPLOYMENT**

### **DUTIES**

You will be employed in the position of “**Senior Software Engineer**”, which will require you to perform all the tasks in the capacity without limiting yourself to take up responsibilities related to the specified function. You shall abide by the amendments made by Wissen on this front from time to time and you will be expected to do your job to the best of your ability at all times.

You will be required to comply with Wissen rules, regulations and policies from time to time in force, including without limitation, those policies set out in Wissen Policies and Procedures.

Unless specified in writing, you shall not be authorized to enter into any contractual obligation on behalf of Wissen or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Wissen.

### **COMPENSATION**

Your annual Cost-to-Company is **INR 22,00,000/-** (Rupees Twenty-Two Lakhs only) payable in accordance with Company’s standard payroll practice and subject to applicable withholding taxes.

Your salary includes basic salary, HRA, Conveyance, Allowances, Flexi Basket etc. In addition to the above, you will also be entitled to other perquisites like company’s contribution of PF, ESI, and Gratuity as per company’s rules. Please refer to “Annexure A” for complete break up of your salary components. The monthly remuneration shall be paid on the last day of each month. Please maintain strict confidentiality of your compensation information.

### **BONUS**

Your Cost-to-Company may also include different kind of bonus. If you have been offered bonus the disbursement of it will be subject to the prevailing bonus policy of the company. The eligibility and payments will entirely and jointly depend on the individual and company’s stature.

### **PROBATION**

You will be on probation for an initial period of three (3) months from the date of your joining. Your employment will be confirmed subject to successful completion of the probation in terms of performance and attendance. This may however be extended depending on the performance during the period. Availing leaves during probation is strongly discouraged. In case of emergency, one must get prior approval from the Reporting Manager. Absenteeism/Leaves in the said period shall also result in extension of the probation. Further, during the probation period either party can discontinue the service, as per the agreed notice period clause.

*Vishwas*

*[Signature]*

## **HOURS OF WORK**

You will be required to work for 40 hours minimum in a week, Monday through Friday. You may be required to work additional hours as may be necessary for the efficient execution of your responsibilities. The normal business hours of the office at which you work will apply to you and these will be advised on the commencement of your employment. Please refer to Wissen's policies and procedures for further details. If you are working at the client's location, you will be following the working hours and the holidays as dictated by your client.

## **TRANSFER**

You should recognize that during your employment, as per the business need, it may be necessary to transfer/ deploy you in other location, department, function, establishment, or branch/ subsidiary/ associate / affiliate of the Company. Wissen therefore reserves the right to change your roles and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform. In such a case you will be governed by the terms and conditions of service applicable to the new assignment.

## **LEAVES**

On confirmation as a permanent employee, you will be entitled to 25 paid leaves per financial year categorized into different types of leaves. The leave should be duly planned without interrupting the business operations and the Reporting Manager's approval will be required prior to your scheduling or changing any leave plans. The company's leave policy can be modified at any time, in its sole discretion, upon notice to you. You may refer to the Wissen Leave Policy for the complete guidelines pertaining to all Leave types.

## **BACKGROUND VERIFICATION**

In accordance with company policy, background checks from company approved BGC vendor are required for individuals being considered for employment. Your employment is contingent on successful verification of background information provided by you during the selection process. The company reserves the right to terminate your employment if background checks are not clear. On acceptance of the employment offer an email will be sent to you with a link, please complete all sections of the pre-joining link that are applicable to you and e-sign the document and share it with us on **3<sup>rd</sup> October 2024**. Please provide complete and clear information about your background. Please note this offer will expire if you fail to submit the required documents within the specified date. A mandatory document check list will be provided to you in a background check email which will help you determine the required documents for verification.

## **PERFORMANCE APPRAISAL**

Depending upon your performance on the job, your compensation will be revised annually and you will be entitled to compensation and benefits in accordance with the company policy as modified and intimated to you from time to time.



The standard appraisal period is April to March. You must complete a minimum of 5 months period as on March 31<sup>st</sup> with Wissen Technology to be eligible in the current appraisal cycle. Refer to the company's Performance Appraisal process for more details.

The basic eligibility criteria will be :

- i. For candidates joining between January to October, the salary review will be in the upcoming month of April on a prorated basis.
- ii. For candidates joining between November to March, the salary review will be in next April on prorated basis and not in the upcoming month of April.

**GROUP MEDICAL INSURANCE:**

You will be eligible to be a part of our Group Health Insurance policy upon joining Wissen. You will be covered by default under our standard coverage plan of INR 5,00,000 per annum. This cover includes you and your family members (self, spouse, 2 dependent children up to 21 years of age and **2 dependent parents**). Premium for the same is borne by the company and shown as part of your CTC. The policy offers a Fixed Sum Insured that covers the cost of the medical treatment subject to hospitalization. You may choose to enhance the coverage to INR 10,00,000 per annum with an additional premium.

The coverage is provided to you as long as you are an Employee of Wissen and in the event you decide to quit Wissen, the Insurer may offer you continuity benefit under an Individual Retail Policy as per the market Terms and Conditions.

Detailed information about the Health Insurance Policy would be available for your reference when you join the company.

**GROUP TERM LIFE INSURANCE:**

As soon as you join Wissen, you will be covered under the Group Term Life Insurance policy for a sum assured of 2 Times CTC subject to a minimum of INR 15,00,000/- and is covered towards natural death. You will be part of this coverage as long as you are associated with Wissen. This policy covers only the employee and not his/her immediate dependents. Detailed information about the Term Life Insurance Policy would be available for your reference after you join the company.

**GROUP PERSONAL ACCIDENTAL INSURANCE:**

As soon as you join Wissen, you will be covered under the Group Personal Accident Insurance policy for a sum Insured of 3 Times CTC subject to a minimum of INR 10,00,000/- in case of accidental death. The policy also extends benefits towards Permanent Total Disability, Permanent Partial Disability and Temporary Total Disability.

You will be part of this coverage as long as you are associated with Wissen. This policy covers only the employee and not his/her immediate dependents. The detailed information about the Personal Accident Insurance Policy would be available for your reference when you join the company.

*Vishwas*

*[Signature]*

### **GRATUITY**

You will be eligible for payment of Gratuity as per the provisions of the "Payment of Gratuity Act, 1972".

### **SEPARATION CLAUSE & NOTICE PERIOD**

The Employee/Employer is to give notice of **60 days** to terminate the employment. The company reserves the right to either pay or recover the salary in lieu of the Notice Period. Leaves availed and/or absenteeism during the notice period will result in extension of the last working day. The accrued leaves shall not be considered or adjusted against the notice period whatsoever and shall be eligible for encashment only at the end of employment as per the company's leave policy.

This requirement of giving a notice or salary in lieu thereof will not be applicable in the case where termination is on the grounds of misconduct such as indiscipline, breach of contract, immoral behavior etc. It would be construed as voluntary abandonment of services if at any time you are absent without prior permission or notification for more than 5 days for any reason including ill health.

### **TERMINATION**

During your employment, Wissen shall expect adherence to the code of conduct, ethics & operating principles laid down by the company. Your appointment with Wissen will also be governed by the policies of the Company that may be laid down modified from time to time.

Defiance and/or violation of the expected employment standards shall lead to disciplinary consequences.

- a) An unauthorized absence or absence without permission from duty for a continuous period of 5 days would make you lose your line of employment. In such a case, your employment shall automatically come to an end without any notice of termination.
- b) Your behavior will be governed by the Wissen's code of conduct, Values and its operating principles. By accepting the offer of employment, you shall be committed to abide by those. If there is any non-compliance your employment will be seized with immediate effect.
- c) Non-performance of contractual obligation of the terms and conditions laid down in this agreement, your services could be terminated without any notice, notwithstanding any other terms and conditions stipulated herein. The Company further reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

*Vishwas*



- d) It is Wissen's policy to conduct Background Verification of all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications and upon reference checks to be conducted by Wissen being successfully completed. In case there is any adverse report against you through either reference check or if you have provided us with any false declaration or willfully suppressed any material information which may be detrimental to the interests of the company, the company reserves the right to terminate your services without notice (notwithstanding any other provisions), on the grounds of misrepresentation of facts.
- e) Wissen is extremely serious about creating a safe environment at the workplace. Wissen reserves the right to terminate your contract without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH committee.

### **FOREIGN NATIONALS**

In case you are not an Indian national and under any law required to obtain applicable visa/work permit/authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment with Wissen. You are also required to ensure all future correspondence and permission for continued stay and employment in the country as per the governing law is always complied with.

### **OVERSEAS SERVICE AGREEMENT**

If sent for onsite training, you will be required to sign a deputation agreement with the Company and also execute a surety bond on such terms, as the Company may deem appropriate.

This agreement will consist, inter alia, of issues like:

- (i) Your commitment to complete the project.
- (ii) Your returning to India after completion of the project and
- (iii) Serving the Company for a stipulated period.

### **SECRECY AND NON-DISCLOSURE**

By accepting this offer and subsequent, you agree to protect the Company's intellectual property rights and shall not indulge in any act that will compromise the same. Your appointment will be subject to your signing the prescribed secrecy and non-disclosure agreement (agreement as to patents, inventions and other creative property rights and regarding competitive activities etc.) as per the Company's policies and practices at the time of joining the service and as mended from time to time by Management.

*Vishwas*

*[Signature]*



### **CONFLICT OF INTEREST**

You shall not carry any activity that brings about a Conflict of interest with our business objectives. Your position with the Company calls for full-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder of the parent companies) in any other trade or business, during your employment with the Company, without written permission from the Company.

### **CONFIDENTIALITY**

During the period of your employment, you will have access to highly confidential information of Wissen and the client that you work for. You are required to execute a Non-disclosure Agreement for protection of such confidential information. Your employment is therefore subject to and conditional upon you signing and returning the Non-Disclosure Agreement to Wissen and complying with the terms thereof, at all times.

### **NON-COMPETE CLAUSE**

You agree that during the course of your employment with Wissen and 12 months immediately following the expiration or termination of your employment for any reason, whether with or without good cause or for any or no cause, at the option of either party, with or without notice:

- You will protect Wissen's Intellectual property and not use it in future endeavors without Wissen's written consent.
- You are not allowed to solicit employment or to apply to any position with our clients where you were deployed during the course of your employment directly or indirectly.
- You will not solicit any Wissen Employees or contractors either directly or indirectly, for any employment or other opportunities.
- You shall not directly or indirectly provide similar services to Wissen's client either through another vendor/competitor or as proprietor/ stockholder/ partner.

### **INTELLECTUAL PROPERTY RIGHT**

All intellectual property rights, including, but not limited to, Patents, Copyrights, Methodologies, Designs shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company. During your tenure with Wissen the programming solutions, architectural design & development of applications, solution accelerators, business processes created and implemented through your expertise shall be deemed as Wissen's intellectual property. You will not have individual claim over it whatsoever during or after employment with Wissen.

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*[Signature]*



### **WORKPLACE SURVEILLANCE**

The company may monitor the use of its facilities, including computers, internet usage, emails, electronic records, databases, backups from the commencement to the end of employment. The workplace shall have CCTV cameras, any other security video cameras, access cards and restriction of cell phone access in specific areas. The surveillance through these devices shall be conducted round the clock in all the workplace facilities.

### **COMMITMENTS ON BEHALF OF COMPANY**

While making Presentations to prospective Clients and Associates, you will ensure compliance with Directives and guidelines of our Principles, and also ensure that they shall be on the basis of factual information only. You shall not commit on behalf of the Company, any form of service or obligation unless it is part of the clearly laid out list of deliverables and services approved in writing by the Management. Only those authorized by a specific power of attorney may sign legal documents representing the Company.

### **JURISDICTION**

The jurisdiction concerning any dispute arising out of your employment will be the courts in Bangalore only.

### **NOTICES**

Any notices required to be given by a party to another, shall be sent either by first class post, which shall be deemed to be received seven working days later (unless returned by post) or by email transmission, which shall be deemed to be received the next working day, provided the notice is also sent by post.

### **SEXUAL HARASSMENT**

Wissen has a clear policy on 'Prevention of Sexual Harassment' which follows the Prevention, Prohibition and Redressal of Sexual Harassment against Women at Workplace Act, 2013.

Wissen is extremely serious about creating a safe environment at the workplace. Wissen reserves the right to terminate your employment without notice and without payment of severance, "for cause" in the event you have been found guilty of any conduct leading to Sexual Harassment at workplace after due enquiry by Wissen POSH Committee.

### **APPLICABILITY OF COMPANY POLICIES**

At the time of joining, you are agreed to comply with all company policies. The company shall be entitled to make Policy declarations and amendments from time to time at its sole discretion pertaining to matters like leave entitlement, maternity leave, employee benefits, working hours, retention policies, performance appraisal, transfer policies, notice period clause, learning and development policy etc. All such policy decisions shall be binding on you and shall override this Agreement to that extent.



## GENERAL

You will be governed by the company's rules and regulations which are in force right at the moment and also by those which may come in future even if they are not individually notified to you in the form of writing. Your employment is governed by the laws of India.

The above terms and conditions, including those in the attached annexures are based on prevailing Company policies, procedures and other rules currently and are subject to amendments and adjustments from time to time.

You undertake to be bound by any rules and regulations enforced by Wissen from time to time in relation to conduct, discipline, leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

Listed herewith are the documents that you shall need to complete the pre-joining formalities which shall be triggered on acceptance of this employment offer:

- Acceptance copy of Wissen's Employment offer letter signed by you on all pages.
- Valid Work Permit issued by Government of India, if applicable.
- Present company's appointment letter.
- Present company's relieving letter & experience certificate.
- Present company's salary slips (last two months) & Full & Final Settlement copy.
- Appointment letter, relieving letter & experience certificates of all previous companies.
- Form 16 / ITCs from the previous employers.
- Passport
- PAN Card
- Aadhaar Card
- A passport size photograph
- 10th Class mark sheet & certificate.
- 12th Class mark sheet & certificate.
- Bachelor's degree mark sheets (all semesters and consolidated).
- Bachelor's degree certificate / convocation certificate/Provisional Certificate.
- Master's degree certificate / convocation certificate.
- Diploma mark sheets (all semesters and consolidated)
- Diploma certificate
- Any other certificates
- Driving license / voters ID card / ration card / electricity bill / mobile bill /rental agreement.
- Blood group and RH type Details.

*Vishwas*

*[Signature]*

Kindly confirm your acceptance by signing this offer of employment letter. Your signature on all pages shall be mandatory. If you have any queries or want to discuss over any of these terms, please feel free to e-mail [wissentechology.hr@wissen.com](mailto:wissentechology.hr@wissen.com). If you would like to change the date of joining, please inform us in advance so that the management can take notice of it, and you can be confirmed with a new date.

Sincerely,


**For Wissen Technology Pvt Ltd**



**Mohan Mummadi**  
**Managing Director**

I hereby accept the terms and conditions of the offer mentioned above. I also confirm to join on the date mentioned.

Name: Vishwas Maheshwari

Signature:  \_\_\_\_\_

Date: 01-Oct-2024

30 September 2024

Mr. Vishwas Maheshwari  
Senior Software Engineer

**Annexure J**

**Joining Bonus**

You are eligible to a joining bonus amounting to **Rs. 50,000/-** ( Rupees Fifty Thousand Only ) for a committed association of Twelve (12 ) months with Wissen Technology. This amount will be paid to you after successful completion of your BGV and probation period.

In the event you voluntarily leave Wissen on or before 12 months from the date of joining, the joining bonus amount paid to you will have to be returned to Wissen.

The bonus amount paid will be subject to tax as per Income tax laws in India.

For and on behalf of Wissen



Mohan Mummadi  
Managing Director

I hereby accept the terms and conditions mentioned above.

Name: Vishwas Maheshwari

Signature: 

Date: 01-Oct-2024

30 September 2024

Mr. Vishwas Maheshwari  
Senior Software Engineer

From Location : Noida

To Location : Bangalore

**Annexure R**

**Relocation Benefit**

1. Maximum cap for relocation reimbursement is **INR 60,000/-** (Rupees Sixty Thousand Only). This would include:

- Cost of travel for self/self and family (Spouse and kids)
- Cost of moving of household goods
- Cost of movement of vehicle owned by 'employee only' by road.
- Cost of hotel stay at Wissen/client location for 5 nights, effectively 6 days with a maximum cap of Rs. 5000/- per day

2. The relocation expenses will be paid against bills produced by you. The documentation required in original are:

- Tickets and boarding passes
- Shipment invoice
- Fuel Bills
- Original letter of this Annexure-R duly signed by you and the copy of the approved reimbursement claim form.

3. The claim for relocation reimbursement will have to be submitted within 1 month from the date of relocation.

4. The Relocation expense will be a one-time reimbursement at the time of joining Wissen.

5. The relocation bonus disbursed will be subject to refund in case you voluntarily leave Wissen within 12 months from the date of bonus disbursement.

On joining you may refer to the prevailing company policy for the process of reimbursement and this would be a one-time support.


**For and on behalf of Wissen Technology**



**Mohan Mummadi**  
**Managing Director**

I hereby accept the terms and conditions mentioned above.

Name: Vishwas Maheshwari

Signature: 

Date: 01-Oct-2024