

OFFER LETTER – PROJECT ASSOCIATE (6 MONTHS)

Dear Anjali,

Pursuant to your application for assisting in project works at Contexio, it gives us great pleasure to onboard you as for the role of a “**PROJECT ASSOCIATE**” for a period of **6 MONTHS** in our organization with effect from **7th November 2022**, on the following terms and conditions:

Designation: Research Analyst

1. Your place of posting would be at **Navi Mumbai (Mahape, Ghansoli)**.
2. **Joining Date:** Your DOJ will be on **November 7, 2022**

3. **Submission of Documents:**

As part of your joining formality, you are required to submit the following documents on your date of joining:

- a. Photocopies of SSC, HSC, graduation and post-graduation mark sheets and degree certificate
- b. Residence proof (Mandatory: Aadhar Card & PAN Card; Optional: Driving License, Ration Card or Passport)
- c. Photocopy of relieving letter/accepted copy of resignation letter of previous employer (if applicable)
- d. Experience certificate from your previous employer (if applicable)
- e. Photocopy of last 3 month’s salary slip (if applicable)
- f. Three passport size photographs
- g. Cancelled Cheque (for Salary processing)

4. **Project Tenure:**

Project tenure will be of **6 (Six) months** from your date of joining. You will be expected to assist your assigned Project Leader across a range of tasks varying from Research, Analysis & providing Insights.

During this period, if the management found your performance suitable and at par with the company standard, you will be absorbed in the system on full-time basis as per **ANNEXURE A.1 & A.2**

5. **Leave:**

You will be entitled to 1 paid leave per month during this period.

6. **Transfer:**

You will be liable to transfer in such capacity as the Management may determine to any other location, department, establishment, branch, unit, factory under the same Management and same

Principals, whether existing or to be set up in future. In such cases, the terms, and conditions of service applicable to the new establishment will govern you.

7. Past Records:

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 material information, in such cases, you will be liable to removal from services without any notice.

8. Responsibilities and 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 fulfill the responsibilities and duties attached to your position and conduct yourself accordingly. In view of your office, you must effectively perform to ensure results and you will be expected to work extra hours to achieve this whenever the job so requires.

9. Confidential Information:

During the term of your engagement, and at any time thereafter, you shall maintain strict confidentiality and not divulge, disclose, or impart to any person/organization “Confidential Information” about Contexio & its ventures (the “Company”) which may be your personal privilege to be aware of, by virtue of your engagement in the Company. You may access and retain copies (either in physical or electronic format) of, all such Confidential Information, only to the extent required for the effective discharge of your duties. In any case, you will not be permitted to transmit such Confidential Information, in any format whatsoever, outside the facilities of the Company.

“Confidential Information” shall include, but shall not be limited to, information which is not generally known to the competitors of the Company concerning the Company's business and operations, trade secrets, customer identity and lists, sales and management, supplier lists, Employee effectiveness and compensation, market strategies and plans, profit and loss information, product cost, gross margins, credit and other sales terms and conditions, computer programs, source code, formats and algorithms, other technical information and know-how, systems and procedures, trade secrets, databases, systems, and generally the Company's goodwill with its customers. Confidential Information shall also include information contained in projects executed by the Company (such as scope of work, Company's client information, questions, responses, analyses, costs, pricing, methods, and reports), marketing surveys, manuals, memoranda, price lists, Employee programs, records, training methods, personnel information, all other proprietary information, whether or not, designated, legended, or otherwise identified by the Company as Confidential Information. Confidential Information shall also include all names and addresses of Employees of the Company, comparable confidential information of the Company's clients, including without limitations all survey questions and responses; and you shall specifically acknowledge that as a general matter, all client supplied information is considered as Confidential Information.

10. Non-Solicitation & Non-Compete:

For the duration of your engagement at the Company, and for a period of twelve (24) months thereafter, you shall not directly or indirectly either for yourself or as an agent of or in conjunction with any person or entity:

- Solicit engagement with, nor respond to the solicitation of your engagement by, any of the Company's clients, or Competitors either directly or indirectly.
- Solicit and enter any business relationship for the purpose of offering or selling Business Process Outsourcing, Information Technology Enabled Services, computer software development and support and professional services, to any customer, client, licensor, licensee or any other business associate of the Company to the detriment of the Company.
- Solicit, recruit, and attempt to recruit, hire, and attempt to hire, encourage, or support any Employee of the Company to leave the engagement of the Company.
- Solicit, encourage, or support any supplier of goods or services, contractor or consultant of the Company to discontinue supplies, contracting or providing services to the Company.

11. Termination of Service:

The contract of employment is terminable by **7 days'** notice on either side and either party is not bound to give any reason. However, in the event of fraud, theft or withholding of any information in the application or any other form of misconduct or uninformed absenteeism, you will be terminated effective immediately and experience letter will not be issued under any circumstances. On separation, you will give up to the Company all correspondence, specifications, formulae, books, documents, effects, market data, cost data, records etc. belonging to the Company or related to its businesses and shall not retain or make copies of these items.

12. Acceptance of the offer letter & continued employment will mean acceptance of Terms & Conditions of employment* of the company.

13. At the end of this tenure and on successful completion of this project work across the tenure, you will be issued a "**CERTIFICATE OF PERFORMANCE**"

14. You will be offered **Rs. 12,500/- (Rs. Twelve Thousand Five Hundred only)** (Subject to deduction of Tax) for the work done payable at the end of the month. You agree to pay all applicable Taxes, Deductions in a timely manner on your own account for this period of engagement.

*Terms & Conditions of employment letter will available centrally and might undergo change from time to time.

We once again welcome you to the Contexio family and wish you many more useful years of beneficial association.

Thanking You.



Regards,
Chandan Pathak
Sr. Manager – Compensation & Benefits

I accept the employment on the terms and conditions mentioned above.

Anjali Chaurasia
Date: Nov 2, 2022

1st PROVISIONAL LETTER

POST SUCCESSFUL COMPLETION OF 6 MONTHS CONTRACT/ INTERNSHIP & POSITIVE FEEDBACK

ANNEXURE A.1			
Employee Name	Anjali Chaurasia	Effective from	Apr 01, 2023
Designation	Research Analyst	Grade	P1
Salary Heads	Per Month	Per Annum	
I) Fixed Component	16,103	193,236	
Basic Salary	9,167	110,004	
HRA	4,584	55,008	
Special Allowance	1,588	19,056	
Statutory bonus	764	9,168	
II) Performance Incentives #	-	-	
Individual Performance Incentive	-	-	
Business Unit Performance Incentive	-	-	
Company Performance Incentive	-	-	
III) Retirals & Contingency Benefits	2,231	26,772	
Retention Bonus*	-	-	
Company PF contribution	1,291	15,492	
Gratuity++	441	5,292	
ESIC >>	499	5,988	
Medical Insurance Premium**	-	-	
IV) Business Related Expenses ~	-	-	
Business Promotion	-	-	
Books & Periodicals	-	-	
Telephone & Internet	-	-	
Vehicle Running & Maintenance	-	-	
Total Earning Potential (I+II+III+IV)	18,334	220,008	
** Medical Insurance amount will be calculated based on the no. of dependents and their age group. This is applicable for select employees belonging to Supervisor role or above.			
# Performance Incentive will be paid out on Annual basis and will not be paid if the employees leaves/ or is asked to leave the company (for whatsoever reason) before completion of the Annual cycle.			
++ Gratuity will be payable as per the 'Payment of Gratuity Act'.			
>> ESIC will be payable as per the 'ESIC Act'.			
~ To be paid for expenses incurred by the employee for business purposes and are non-taxable subject to submission of appropriate bills.			
* Retention Bonus will be paid on Annual basis and will not be paid if the employees leaves/ or is asked to leave the company (for whatsoever reason) before completion of the Annual cycle.			
Any other contributions/ deductions will be communicated and deducted from the Total Earning Potential as and when applicable.			

2nd PROVISIONAL LETTER

POST SUCCESSFUL COMPLETION OF MIN. 6 MONTHS + 1 YEAR & POSITIVE FEEDBACK

ANNEXURE A.2			
Employee Name	Anjali Chaurasia	Effective From	Apr 01, 2024
Designation	Sr. Research Analyst	Grade	P1
Salary Heads	Per Month	Per Annum	
I) Fixed Component	19,397	232,764	
Basic Salary	11,042	132,504	
HRA	5,521	66,252	
Special Allowance	1,914	22,968	
Statutory bonus	920	11,040	
II) Performance Incentives #	-	-	
Individual Performance Incentive	-	-	
Business Unit Performance Incentive	-	-	
Company Performance Incentive	-	-	
III) Retirals & Contingency Benefits	2,687	32,244	
Retention Bonus*	-	-	
Company PF contribution	1,555	18,660	
Gratuity++	531	6,372	
ESIC >>	601	7,212	
Medical Insurance Premium**	-	-	
IV) Business Related Expenses ~	-	-	
Business Promotion	-	-	
Books & Periodicals	-	-	
Telephone & Internet	-	-	
Vehicle Running & Maintenance	-	-	
Total Earning Potential (I+II+III+IV)	22,084	265,008	
<p>** Medical Insurance amount will be calculated based on the no. of dependents and their age group. This is applicable for select employees belonging to Supervisor role or above.</p>			
<p># Performance Incentive will be paid out on Annual basis and will not be paid if the employees leaves/ or is asked to leave the company (for whatsoever reason) before completion of the Annual cycle.</p>			
<p>++ Gratuity will be payable as per the 'Payment of Gratuity Act'.</p>			
<p>>> ESIC will be payable as per the 'ESIC Act'.</p>			
<p>~ To be paid for expenses incurred by the employee for business puposes and are non-taxable subject to submission of appropriate bills.</p>			
<p>* Retention Bonus will be paid on Annual basis and will not be paid if the employees leaves/ or is asked to leave the company (for whatsoever reason) before completion of the Annual cycle.</p>			
<p>Any other contributions/ deductions will be communicated and deducted from the Total Earning Potential as and when applicable.</p>			