

Date: **July 10, 2023**

**Jitendrakumar Vishvakarma,**

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Vakartunda plaza,  
Kasheli, Thane (W),  
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Dear Jitendrakumar,

We are pleased to appoint you as a “**Data Science Trainee**”, at Great Manager Research and Consultancy Private Limited (“Company”). You are requested to join us by **17<sup>th</sup> July 2023**. Your appointment is subject to the following terms & conditions

**Remuneration / Compensation**

- Your **Total Annual CTC** is **Rs 625,450/- (Rupees Six Lakh Twenty Five Thousand Four Hundred and Fifty per annum only)** including all direct and indirect benefits which are not mentioned in this appointment letter separately. Your **Total Fixed Salary will be Rs. 35,000/- pm (Rupees Thirty-Five Thousand per month only)**. If you already have an existing PF account or if you wish to opt for PF, then PF shall be deducted from the above amount (both employer & employee contribution). The breakup & details of the remuneration is attached separately.
- You will be eligible for a ‘Performance Linked Bonus’ linked to your own performance as well as overall Company performance. This eligibility will be 20 percent of the total fixed salary for the period worked during the financial year. However, the actual amount may vary depending on your performance and company’s performance.
- You will be eligible for a ‘Success Share’ linked to the performance of the Company during the financial year.
- You will be entitled to a development budget equivalent to one month’s fixed salary. The development budget can be used all at once or in phases in one year’s time, subject to the Company’s policies that includes use of the budget for direct or indirect contribution to the Company.
- The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any sum (for example loan or e-wallet) as may be recoverable from you from time to time as per Company Policies.

**Operational Norms**

- You will work from Monday to Friday every week. (One Saturday in a quarter is a ‘Learning Saturday’ or ‘Entrepreneur Saturday’). The current standard work timings

are from 9:30 am to 6:30 pm. The Company reserves the right to change the work timings as per its policies and in accordance with the applicable laws.

- You are entitled to all holidays of the Company as per the Company's policy and applicable law.
- In case you are eligible for work from home/ remote working, as relevant for your team, and as communicated to you by your reporting manager.

### **Duties**

- In this appointment, you will be expected to undertake such duties as the Company shall from time to time determine. Given the ever-evolving nature of the Services and consequent changes in business needs, the designation, position, duties & operational norms may be changed with mutual discussion as a part of your growth and/or need of the organization.

### **Wellness**

- In case you have any medical issues, please share the same in writing before acceptance of this appointment letter, so we are better prepared in case of any medical emergencies.

### **Background Checks**

- The Company shall conduct a background verification of all records / references provided by you. Your employment in this organization will be subject to your background check records being clear and free from ambiguity. Company reserves the right to ask you to furnish additional documentation or supporting information in this regard, as and when considered necessary.

### **Alternative Employment**

- During the period of employment, you shall devote full time and attention to the business and affairs of the Company and its group entities. Please note that you are restricted from accepting or undertaking (whether directly or indirectly) any other employment or carry on any other commercial activity while engaged by us, without our (CEO's) prior specific written approval.
- In addition, you agree that, while employed with the Company, you shall not perform work or provide services like those provided by you to the Company (including as employee, independent contractor, consultant, principal, agent, director, joint venture, partner, trustee, beneficiary), directly or indirectly, for any person or entity that competes with the business of the Company.

### **Alternative Benefits**

- You shall not either directly or indirectly engage with any of the suppliers, service providers of the Company or earn any separate profit or interest from them. You are also prohibited to receive or provide any kind of benefit in cash or kind directly or indirectly from any of the vendors/service providers.

### **Company Policies, Procedures and Regulatory Requirements:**

- You will comply with all internal policies and procedures as issued from time to time by the Company.
- You will comply with all laws and industry codes of practice relevant to your role with great efficiency, integrity, and dedication; and
- You will follow the company code of conduct and values at all given times.

### **Confidentiality**

- You will not divulge or communicate to any other person or persons, natural or juristic, any information about the affairs of the company or the management at any time.
- You acknowledge that you are likely to have the custody of any laptop and other important data and documents, which are owned by the Company. You take the accountability to safeguard these assets and shall be responsible for any theft / loss /damage to them.

### **Intellectual Property Right**

- You acknowledge and agree that any work done by you during your employment with the Company and results thereof shall perpetually vest with the Company and you will have no claim on company's intellectual property right.
- "Intellectual Property Rights" means all rights, title and ownership, in all current and future Intellectual Property such as copyright, patents, trademarks or rights in databases, inventions or trade secrets, know-how, rights in designs, topographies, trade and business names, domain names, marks and devices (whether or not registered) and all other intellectual property rights and applications for any of those rights (where such applications can be made) capable of protection in any relevant country of the world.

### **Termination/ Separation Notice**

- This contract/employment may be terminated anytime during the period of employment:
  - Separation without Cause: Either the Company or you will be required to give a minimum notice of 1 month for the first six months, and 3 months subsequently; in writing (without any obligation to assign any reason) or payment of 3 month's Basic Salary in lieu thereof.
  - Separation with Cause: Your employment can be terminated by the Company immediately without any notice if you have committed an act or acts in breach of the Company's policies and procedures or values or Code of Conduct or NDA or consistent non-performance (duly recorded and communicated to you). The same can be exercised by you in case of an unlikely event of non-payment of salary.

### **Post-Employment**

- You will not offer, directly or indirectly, employment to any other employee of the Company or group entities, during a period of 1 year after your cessation of employment.

Please note that, as stated above, this appointment is subject to background verification and reference check, adherence to agreed joining date. By accepting this letter, you agree that the details provided by you in your resume are correct in all respects and all declarations made by you to the organization are true.

Yours sincerely,

For and on behalf of

*Abhilash Mazumder*

**Abhilash Mazumder**  
**Chief Technology Officer**

Confirmed and accepted by:

Name: Jitendrakumar Vishvakarma

Signature:

Date: \_\_\_\_\_

**Annexure:**

- 1. Compensation Structure**
- 2. Role Description**
- 3. List of Documents**

## Annexure 1: Compensation Structure

CTC Structure			Remark
Particulars	Per Month	Per Annum	
Fixed compensation	35,000	420,000	Breakup given below
Variable		84,000	Annual 'Performance Linked Bonus' linked to your own performance and Company performance
Success Share		70,000	Annual Success share is linked to the performance of Company.
Total		574,000	Please note that the compensation is subject to the taxes and statutory deductions in line with the compensation laws
Additional components of CTC			
Development budget		35,000	After completing 1 year and as per the policy and procedure of company
Gratuity		12,450	Payable only after completion of 5 years from the date of joining.
Medical Insurance- Premium		4,000	Coverage for employee - self Rs.2,00,000/-
Gross CTC		625,450	
Break up of fixed compensation / Reimbursements ( A)			
Gross	Per Month	Per Annum	
Basic	21,580	258,960	
HRA	8,300	99,600	
Other Allowance	3,320	39,840	
Conveyance	-	-	
Special Allowance	-	-	
Medical Allowance	-	-	
Gross of Fixed Salary	33,200	398,400	
Benefits & Retirals (B)			
Provident Fund (Employer)	1,800	21,600	
Deduction (C)			
Employee PF	1,800	21,600	We have written minimum amount. Employee can contribute as per his/her investment plan
Prof. Tax	200	2,500	
Total Deduction	2,000	24,100	
Net Take Home (A) - (C)	31,200	374,300	

**Note: You will be entitled to ESOP as per company policy**  
TDS as applicable

## Annexure 2: Detailed Role Description

- Identify valuable data sources and automate collection processes.
- Undertake preprocessing of structured and unstructured data.
- Analyze large amounts of information to discover trends and patterns.
- Build predictive models and machine-learning algorithms.
- Combine models through ensemble modeling.
- Present information using data visualization techniques.
- Propose solutions and strategies to business challenges.
- Collaborate with engineering and product development teams.
- Effective usage of statistical modeling.
- Python programming/ develop program on python.
- Handling large volume data using MySQL programming.

## Annexure 3: List of mandatory documents that need to be submitted at the time of joining, to complete your on-boarding process:

SI No	Documents
1	To process your salary - PAN card copy is mandatory, in case you do not have a PAN Card - apply for it online using the said URL <a href="https://tin.tin.nsdl.com/pan/index.html">https://tin.tin.nsdl.com/pan/index.html</a>
2	Educational Documents (Including additional certifications/ courses) supporting your education qualifications along with marks sheets*
3	Experience Proof - Relieving letter/ Experience Letter and Salary Slips and Employment letter (if previously employed)
4	Permanent Address Proof and Aadhar Card
5	3 Passport Size Photographs [White background]
6	Copy of your updated resume
7	Canceled Cheque/ Bank Account Number

- Zoho form will be shared on joining for submitting the above documents