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**Private & Confidential**

**Ref : Internship + Full Time Employment Offer Letter**

**Dated : 13th September, 2022**

**Dear Kush Rajendra Gandhi,**

With reference to our discussions we had with you, we are pleased to offer you the position of **Intern + Software Developer** with JTG E-Business Software Private Limited. Once you've successfully completed your internship, your internship will turn into full time employment. This offer letter is valid for both internship & full time employment.

You are entitled to a stipend of **INR 20,000** per month during the internship period, and an annual compensation and benefits package (CTC) of **INR 17,40,000** post **successful completion of internship**. The details of the package are provided in Annexure A.

If you do not join JTG E-Business Software Pvt Ltd post successful completion of your internship, or leave before 6 Months after starting your full time employment, you will be entitled to pay an amount of INR 1,00,000 to JTG E-Business Software Pvt Ltd. The details of the same have been mentioned in Annexure A.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules & regulations in vogue and those may be amended from time to time.

At the time of joining please, submit the following documents:

1. Photocopy of your certifications and mark sheets in support of your educational qualifications (10<sup>th</sup> Onwards).
2. Two-Passport Size Color Photographs.
3. Identity Proof (Pan Card / Passport / Aadhar Card / Voter I-Card)

**Joining Details:**

1. Internship Joining Date: 2<sup>nd</sup> January, 2023
2. Internship Duration: 6 months
3. Leaves Allotted: 10
4. Tentative Full Time Joining Date: 3<sup>rd</sup> July, 2023

We look forward to your joining. Please contact us at [sonam.monga@joshtechnologygroup.com](mailto:sonam.monga@joshtechnologygroup.com) for any information you may need.

Yours sincerely,

JTG E-BUSINESS SOFTWARE PVT. LTD

*Sonam Monga*

Sonam Monga **Authorised Signatory**

Manager-Human Resources

JTG E-Business Software Pvt Ltd



**ANNEXURE A**

<b>SALARY STRUCTURE</b>	
<b>NAME</b>	<b>Kush Rajendra Gandhi</b>
<b>Annual Fixed Salary</b>	<b>INR 11,00,000</b>
<b>Performance Bonus*</b>	<b>INR 90,000</b>
<b>First Year Bonus**</b>	<b>INR 1,20,000</b>
<b>Second Year Bonus***</b>	<b>INR 1,80,000</b>
<b>ESOPs****</b>	<b>INR 2,50,000</b>
<b>Annual CTC</b>	<b>INR 17,40,000</b>

Please refer to the below table for the Fixed Salary Breakup:

<b>Component</b>	<b>Monthly</b>	<b>Yearly</b>
<b>Basic</b>	41,250	4,95,000
<b>HRA</b>	20,625	2,47,500
<b>Statutory Bonus</b>	3,436	41,234
<b>Medical Allowance</b>	1,250	15,000
<b>Conveyance Allowance</b>	1,600	19,200
<b>Leave Travel Allowance</b>	3,436	41,234
<b>Special Allowance</b>	18,269	2,19,233
<b>Monthly Gross</b>	89,867	10,78,400
<b>Employer PF</b>	1,800	21,600
<b>CTC</b>	<b>91,667</b>	<b>11,00,000</b>
<b>Deductions:</b>		
<b>Employee PF</b>	1,800	21,600
<b>LWF</b>	25	300
<b>Net Pay</b>		
<b>In Hand(Before Tax)</b>	<b>88,042</b>	<b>10,56,500</b>



\* **Performance Bonus:** The Performance Bonus will be paid in the first appraisal cycle after completion of 1 year of employment with JTG E-Business Software Private Limited, and the amount will vary depending on the performance ratings (50%-Exceeds, 50%-Outstanding).

\*\* **First Year Bonus:** This bonus is only applicable for students who successfully complete their 6 months internship with us. This bonus will be paid to you in 12 equal monthly installments in your first year of full time employment. This bonus will have to be returned if you leave the company before completion of 1 year from your full time joining.

\*\*\* **Second Year Bonus:** This bonus will be paid to you in 12 equal monthly installments in your second year of full time employment considered from your date of joining, provided your performance is Meets/Exceeds/Outstanding. The credited bonus amount will have to be returned if you leave the company before completion of the second year from your full time joining.

\*\*\*\* **ESOPs:** ESOPs value will be vested over 4 years as per the below timeline:-

Year 1- 5%

Year 2- 15%

Year 3- 40%

Year 4- 40%

**Bond: INR 1,00,000:** It is applicable for students who pursue internship with JTG E-Business Software Pvt Ltd & have a job offer but do not wish to join us or leave before 6 months after starting their full time employment. The bond condition is also applicable in case he/she doesn't complete the entire internship duration and choose to leave in between. A signed cheque of INR 1,00,000 in the name of JTG E-Business Software Pvt Ltd has to be deposited as a security. This shall be returned to you post completion of 6 months of employment.

**Medical Insurance / Accidental Policy** will be offered in addition to your annual CTC, as per the details of the policy furnished at the time of floating it. You will be eligible for medical insurance from the first day of your full-time employment.

**Provident Fund** will be part of your CTC as per the prevalent government norms.

**Gratuity:** This will be in addition to the above mentioned package. The same will be paid as per the prevalent government norms.

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IMPORTANT: -

1. Your compensation details and salary structure are strictly confidential. Any discussion on such confidential issues with other employees is a violation of the organizational values.
2. All Reimbursements are subject to actual expenditure and submission of bills for the same. Claiming of any reimbursements on forged/manipulated bills will be treated as a serious offense.

## **ANNEXURE B**

### **Terms and Conditions of Employment**

You shall be governed by the following terms and conditions of service during your internship and employment with JTG E-Business Software Private Limited (hereafter referred to as the “Company”), and those may be amended from time to time.

#### **Statement of facts:**

1. The Company has made the offer of internship & employment on the basis of the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the Company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

#### **Duties:**

1. During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations, and procedures as notified by the Company, in letter and spirit.
2. During working hours, you shall entirely devote your time, attention, and abilities to the business of the Company.
3. You shall not, without the Company’s prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the Company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority.
4. During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the Company. Also, you shall not divulge any confidential information of or violate any agreement with your prior employers or their clients.

#### **Place of work:**

1. You will be employed at the Company’s office in Gurgaon. You might also be required to be at the Company’s Customer Location. The Company also reserves the right to transfer you on a temporary or permanent basis to any other location within the Company when necessary.
2. Company espouses the flexi-time culture and you can, with the prior express permission of the Reporting Manager or the competent authority, flex your working hours, provided you are able to meet the project deliverables / commitments.
3. Company observes 3 National Holidays – Republic Day, Independence Day & Gandhi Jayanthi every year. The festival holidays may vary every year and the list will be made available at the start of the year.



### Conduct:

1. You shall at all times, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
2. You shall honor and comply with all rules and regulations of the Company and statutory requirements, in letter and spirit.

### Confidentiality:

1. You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the Company and Company's Customers. This information includes and is not limited to trade secrets, technical processes, finances, dealings with information relating to suppliers, employees, agents, distributors, and customers.
2. You shall not, during your employment and thereafter, directly, or indirectly use or disclose confidential information except for the sole benefit of the Company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
3. You shall not take copies of confidential documents or information for your own purposes, and documents, records, and accounts in any form (including electronic, mechanical, photographic, and optic recording) relating to matters concerning the business or dealings or affairs of the Company.
4. You shall not during your employment and at all times thereafter do or say anything that may injure, or directly or indirectly damage the business of the Company.
5. You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the Manager you report to.
6. You shall sign the Proprietary Rights and Non-Disclosure Agreement at the time of joining the Company.

### Separation from the Company:

1. Termination of internship/employment by either party (Employee or the Company) shall be 2 months' notice in writing. Such notice may not be offset by unused leave.
2. If your actions at any time constitute a serious breach of the Company's standards of behavior, Company may end this contract and terminate your internship/employment immediately.
3. In the event of separation from the Company, you shall not work directly or indirectly with any of the Company's Customers without the written consent of the Company for a period of three years.
4. You shall not compete in any way directly or indirectly with the Company or Company's Customer for a period of three years post separation.
5. In the event of separation from the Company, you shall maintain utmost confidentiality of all the information related to the Company & Company's Customers, including that of the products developed or being developed by the Company.



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6. During your probation period of 3 months, the termination of internship/employment by the company would be 15 days and by the Employee would be of 1 month in writing. Such notice may not be offset by unused leaves.

Yours sincerely,

JTG E-BUSINESS SOFTWARE PVT. LTD

*Sonam Monga*

Sonam Monga **Authorised Signatory**  
Manager-Human Resources  
JTG E-Business Software Pvt Ltd

### **DECLARATION**

I, \_\_\_\_\_ agree with all the above terms and conditions of internship + full time employment with **JTG E-Business Software Private Limited**. I shall commence my internship with effect from \_\_\_\_\_.

Signature:

Date:

\_\_\_\_\_

\_\_\_\_\_