

Date: 20th January 2023

Bon Voyage: Welcome To The Journey

Dear Sanchit Gupta,

We are glad to offer you the position of **Graduate Engineer Trainee** at Addverb Technologies. It's a pleasure to have you on board in this exciting journey. This role will provide you an opportunity to excel and realize your dreams. During this journey we would like you to know about the following:

1) **Values:** This organization has been built on the pillars of Innovation, Integrity, Customer Centricity, Passion, Courage, and Trust. We intent and expect you to demonstrate these values. We expect you to always have **"We" before "Me"**.

2) **Organization Guidelines:** We will have a set of guidelines based on which you will be expected to perform your professional responsibilities. These guidelines shall be the guiding principle in every action in the organization. We believe in freedom with responsibility and that is what we would offer you as an organization.

3) During this journey we expect you to give your best and full commitment and to perform other roles based on your performance and need of the organization.

We encourage you to create an open culture and promote innovation in this organization by airing your opinions and by accommodating opinions of others.

Date of Joining: 31st July 2023

You shall be on probation for 12 months from your date of joining.

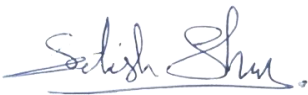
Joining Location: Noida

Work Timings: Flexible Working Hours & Hybrid Work Culture.

Corporate Office Address: Addverb Technologies Ltd., Plot no. 5, Sector 156, Noida, 201301

Yours Truly

For Addverb Technologies



Satish Kumar Shukla
CHRO

Addverb Technologies Limited

(Formerly known as Addverb Technologies Private Limited)

Registered & Corporate Office:

P: 0120 4844 759

Plot No. 5, Sector-156, Noida, UP – 201301

CIN: U74999UP2016PLC122944

India GST No: 09AAOCA5226F2ZL

| E: automate@addverb.com

| Website: www.addverb.com

Compensation @Graduate Engineer Trainee

Components	Amount
Basic	24200
FGA	52000
Bonus	6000
Emp. PF. Cont.	2904
Gross Per Month	85104
In Hand Per Month	79296
Insurance contribution	30000
Learning Allowance	75000
Joining Bonus	50000
Confirmation Bonus	100000
Retention Bonus	300000
Gratuity	13962
TTC	1590210

- The In-Hand salary is exclusive of applicable tax deduction which will depend on individual tax saving investment.
- Fixed Grade Allowance must be allocated under the HRA, LTA, Mobile/Internet Reimbursement, Fuel Reimbursement, Driver Reimbursement and Special Allowances by the employee at the time of joining.
- Medical Insurance Coverage - Total Cover is INR 5 Lacs. Covering 5+ 1 i.e., 2 parents (Either In-laws or Parents), spouse and 2 children plus employee. This coverage will provide both cashless cum reimbursement benefits in case of expensive treatment occurring during hospitalization.
- Group Personal Accident coverage – Total Cover is INR 10 Lacs. Group Personal Accident Insurance is suitable for our employees, to ensure our employees are covered against permanent total disablement, accidental death, loss of eyes and limbs, and permanent partial disablement.
- Learning allowance is a fixed amount that will be paid to the candidates, within the first year of their joining to encourage them to pursue any course for their learning and development. The amount will get reimbursed on successful submission of the certificate.
- Joining bonus is a one-time payment and shall be paid along with the first month salary.
- Confirmation bonus shall be paid after successful completion of probation period.
- Retention Bonus is a one-time component and shall be paid after the completion of 3 years at Addverb.

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- In case you leave within 12 months of joining the following will be recovered:
 1. Joining bonus and learning allowance (if learning allowance has been claimed).
 2. Any travel, accommodation and food expense that has been paid.
 3. Any other expense that has been incurred and paid to you for movement from your place to office location.

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