

Date: 15th August 2023

Bon Voyage: Welcome To The Journey

Dear Rohan Basu,

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: 4th September 2023.

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

Joining Location: Noida

Work Timings: Flexible Working Hours & Hybrid Work Culture.

Corporate Office Address: Addverb Technologies Limited, 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:
Plot No. 5, Sector-156, Phase-II, Noida, 201301, UP, India
GST No: 09AAOCA5226F2ZL

CIN: U74999UP2016PLC122944
Contact: 0120 4844 759

Email: automate@addverb.com
Website: www.addverb.com

Compensation @Graduate Engineer Trainee

Components	Amount
Basic	24200
Fix Grade Allowance	52000
Performance Bonus	6000
Employer PF	2904
Gross Per Month Salary	85104
In Hand Per Month Salary	79296
Joining Bonus	50000
Retention Bonus	300000
Learning Allowance	75000
Confirmation Bonus	100000
Insurance	30000
Gratuity	13962
TCTC	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.
- Joining bonus is a one-time payment and shall be paid along with the first month salary. Any taxes that occur on this will be borne by the employee.
- Retention bonus is a one-time payment and shall be paid on completion of 3 year of employment with Addverb. The payment will be done only if the employee hasn't resigned, been terminated or is serving notice period before the completion date. Any taxes that occur on this will be borne by the employee.

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Human | Robot | Possibilities

- Confirmation bonus is a one-time bonus and shall be paid after the successful completion of the probation period. The payment will be done only if the employee hasn't resigned, been terminated, or is serving a notice period before the completion date. Any taxes that occur on this will be borne by the employee.
- Learning allowance is a fixed amount that will be paid to the candidates, within the first year of their joining in order to encourage them to pursue any course for their learning and development. The amount will get reimbursed on successful submission of the certificate.
- In case you resign within 12 months of joining the following will be recovered:
 - Joining bonus and learning allowance (if learning allowance has been claimed).
 - Any travel, accommodation and food expense that has been paid.
 - Any other expense that has been reimbursed to you for movement from your place to office location.

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