

OFFER LETTER

Date: 21-December-2022

Dear Prathush GN,

Re: Offer of Employment

Dear Prathush,

Welcome to Ascentrik Research Pvt Ltd

This has reference to your application and the subsequent interview you had with us on 6th December'22.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

1. Position:

You shall join as a Financial Analyst. You will be located at our office in Noida. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

2. Compensation:

You will receive a gross compensation package of Rs. 2,58,000 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

Mumbai:

A-106/107, Rupa Solitaire, Millenium Business Park,
Mahape, Navi Mumbai-400 710,
Phone: +91-022-41438605

<http://www.ascentrik.com>
info@ascentrik.com

Pune:

G.O. Square, Office No. 406 & 407,
B-Building, Wakad, Pune - 411 057,
Phone: +91-020-66537300

3. **Joining Date**

You are required to join on 9th January 2023 at 10:00 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

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7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

8. Other terms & conditions:

- i. Your shift will be a rotational day shift, with a break of 1 hour, Monday through Saturday in the 1st, 3rd and 5th week of the Month and Monday through Friday in the 2nd and 4th week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

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You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

Please note following rules are applicable once you join the organization.

- The employee should serve notice period as per policies of role/company.
- We do not work on 2nd and 4th Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

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Annexure – I

Fixed Pay	
Gross Salary	21,500
Basic	19,350
HRA	1,075
Travel Reimbursement	1,075
Deductions	
PT	200
Total Deductions	200
Net Pay	21,300
Total CTC	21,500

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