

Rubico IT Private Limited

Corporate Office

Plot No. 19, Sidcul Bypass Rd,
Integrated Industrial Estate, Sector 12
BHEL Township
Haridwar, Uttarakhand 249403
+91 7017.303.252
CIN- U72100DL2007PTC159741
www.RubicoTech.in

RUBICO

26/09/2023

Anurag Das

A-9, Thakurnagar, Rudrapur

Udham Singh Nagar

Uttarakhand - 263153

Dear Anurag,

We're delighted to extend this offer of employment with Rubico IT Private Limited (hereby referred to as Rubico). We feel you have great potential in becoming a world-class professional and believe you will be a great asset to our development team as we work on projects coming from North America, Europe, New Zealand, Australia, etc. We are confident you will find this new opportunity both challenging and rewarding. Please review this summary of terms and conditions for your anticipated employment with us.

Job Title: Associate Software Engineer

Expected Joining Date:TBD

Location: Haridwar

Role Responsibilities: Your job responsibilities include but are not limited to

Consulting

- Understanding the project by asking questions, requesting information, identifying challenges, and offering suggestions

Development

- Develop Applications within the project/task time frame and follow best practices for coding
- Understand client expectations and recognize when issues/technology limitations/events may affect delivery.
- Ensure that the layout of all content is accessible and logical, and recommend improvements if necessary

Client Communication

Registered Office

C-39 LGF, Nizamuddin East
New Delhi 110013


Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)

Branch Office

30/21, Canal Road,
Dehradun, UK 248001

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- Communicate with the client and deliver your tasks to the client effectively

Quality/Testing

- Test design and code to ensure that deliverables are error-free by utilizing project check sheets and other tools.

Remuneration: The Company will pay you a CTC (Cost to Company) during your probation period (Intro period) at the rate of ₹ 18,500.00/Month, payable by the Company's standard payroll schedule. This salary will be subject to adjustment according to the Company's payroll policies.

The per month CTC includes the employer's share of EPF, ESI, monthly bonus & monthly gratuity. After completing the probation period (Intro period) successfully, if you are found suitable by the company for the position, you will be confirmed in your appointment through a confirmation email and your salary will be reviewed according to your performance subject to Rubico's policies and procedures which may change from time to time.

Working Schedule: This is a full-time position requiring not less than 45 hours per week. Your regular weekly schedule will be Monday to Friday. Employees are expected to work on Saturdays when required to meet project deadlines, for training days, and for tasks relating to office maintenance/network system administration, etc.

Employment Relationship: Your employment with Rubico begins with a 6 months Intro Period where your performance is reviewed every month. After passing the Intro Period, your performance will be reviewed regularly and continuous employment will be based upon your satisfactory performance.

Your employment with the Company will be "at will," meaning that either you or the Company may terminate your employment at any time and for any reason, with or without cause subject to the Rubico's policies and procedures.

This is the complete agreement between you and the Company on these terms. Although your job duties, title, compensation, and benefits, as well as Rubico's policies and procedures, may change from time to time, the "at will" nature of your employment may only be changed in an express written agreement signed by you and the HR officer of the Company.

Tax & Other Deductions: All remuneration payable by Rubico in this letter agreement is subject to deduction of income tax and other statutory deductions required by law.

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Tax Advice: You are encouraged to obtain your tax advisor regarding your remuneration from Rubico. You agree that the Company does not have a duty to design its remuneration policies in a manner that minimizes your tax liabilities and you will not make any claim against Rubico or any officer related to tax liabilities arising from your remuneration. You are encouraged to consent with a finance professional for all your tax liabilities and deductions.

Employee Benefits: You may be eligible to avail of Company-sponsored benefits including

Group Term Insurance

Per Company policy, you will be eligible for enrollment by Rubico in a **Group Term Life Insurance policy**. This insurance intends to help the family of a deceased Rubico employee.

Medical Insurance Per Company policy you will be eligible for enrollment in Rubico's **Group Health Insurance policy**. You have the option to cover your spouse and children in Rubico's Group Health Insurance policy if they are not already covered under any other medical insurance policy. Specific terms and conditions may change.

Eye and Dental Care Per Company policy you will be eligible for reimbursement for your eye and dental care from the company after completing your Intro period subject to Rubico's policies and procedures which may change from time to time.

Other benefits Per Company policy you will be eligible for all other benefits like wedding gifts, referral benefits, further education, certifications, etc. subject to Rubico's policies and procedures which may change from time to time.

Privacy and Confidentiality Agreements

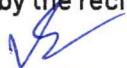
Privacy Agreement: You are required to observe and uphold all of Rubico's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to, and dissemination of employee personal information will be following privacy legislation.

Conflict of Interest Policy: While you are employed at Rubico, you will not engage in any other employment, consulting, or other business activity (whether full-time or part-time) that would create a conflict of interest with Rubico. Employee shall not engage in any business including freelancing, relationship, or activity, which might detrimentally conflict with the interest of Rubico. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for Rubico.

Non Disclosure of Information: It is acknowledged by the recipient that all information provided by Rubico is

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confidential; therefore, the Recipient agrees not to disclose any discussions or contracts with Rubico that have occurred or are intended, other than which are already in the public domain and which will not cause any serious harm or damage to Rubico and its owners, officers, partners, and customers. 'Confidential Information' means any information, which shall include but is not limited to, design and drawings, know-how, processes, product specifications, trade secrets, market opportunities, or business or financial affairs of Rubico or their customers, product samples, inventions, concepts and any other technical and/or commercial information including Client names and project names, disclosed directly or indirectly and in any form whatsoever furnished by the Rubico to the employee under this Agreement. All documents, web content, wireframes, business workflows, computer program/code, business logic, drawings, samples, and other web tools containing Confidential Information shall remain the property of Rubico and the employee shall obtain no right thereto of any kind because of this agreement. The employee is prohibited from making copies of any of the Confidential Information unless and to the extent it is necessary for the object of Rubico's business. The employee shall be liable for any loss, theft, or other inadvertent or unauthorized disclosure of Confidential Information. The purpose of this agreement is to enter into a confidential relationship concerning the disclosure of certain proprietary and confidential information.

Two Years Bond

Please note that Rubico will invest heavily in you for several months to make you productive. Therefore, you will be required to sign a bond with Rubico for two years. Furthermore, It reflects poorly on the trainee to leave a good job prematurely. The bond will safeguard Rubico's investment in the trainee and it will encourage the trainee to establish a healthy pattern of workplace longevity.

Termination Conditions

The Company reserves the right to terminate the employment of any employee for just cause at any time without notice or payment. The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as the company seems proper.

Employment Terms and Conditions

Employees are expected to uphold the company's Employment Terms and Conditions and guidelines (Red Book). These are subject to change from time to time at the discretion of Rubico's human resources.

Acceptance of Offer

If the terms of this offer are acceptable, we require your acceptance within the next 5 calendar days. Please sign in the space below and return the signed scanned copy of this offer letter. If we don't receive the signed copy of the offer letter by the days mentioned above, this offer will be treated as void. All mentioned above

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terms and conditions of employment are subject to the changing Rubico's policies from time to time.
Please feel free to contact me via email or phone at (+91-901.230.0028) if you have any questions. We are all looking forward to having you on our team.

Best regards,



Neha Prajapati

Human Resource

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