

18th January 2024



Ms. Ritika

We are pleased to make you an offer of appointment as a **Business Development Executive** in our organization **EduKyu (EduKyu Pvt. Ltd.)**. You will be placed at our **Noida** office. The following are the terms and condition of the appointment:

Commencement Term:

- You are required to join our organization in 4th March 2024.
- You will be on probation for a period of 3 Months or such extended period as may be decided by the organization based on your performance during the probation.
- On satisfactory completion of probation period you will be confirmed in the services.

Other Terms and Conditions of Service:

- **Probationary Period and Confirmation as a permanent Employee:** You will be on probation period for a period of 3 Months from the date of joining the Company and may be confirmed as permanent employee on successful completion of probation period.
- **Professional Ethics and Confidentiality:** While you are in the services of the company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time attention to your office work to promote the interest of organization. You will not divulge details like your compensation structure, performance rating, increment etc to any person. You will not divulge or utilize any of organization's secrets or other related information with any external agency. Any act of breach would entail appropriate action as deemed fit by the organization.
- **Notice Period:** In case you decide to leave organization's services **during the probation period, you will be required to give 30 days' notice for Individual Profile and 90 days' notice for senior level profile.** The organization in its own discretion can decide to waive off/reduce/extend the notice period depending upon the exigencies. In such case, you will be required to pay to the organization the gross salary for the notice period so reduced or waived off. In case you decide to leave organization's services.
After the probation period, you will be required to give 30 days' notice for Individual Profile and 90 days' notice for senior level profile. The organization in its own discretion can decide to waive off/reduce/extend the notice period depending upon the exigencies. In such case, you will be

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required to pay to the organization the gross salary for the notice period so reduced or waived off.

- **Transfer:** The organization has a right to transfer you to any of its existing offices or future setups/offices in India.
- **Background Checks:** The Company may, at its discretion conduct background checks, before or after your expected date of joining to validate your identity, the address provided by you, your education details and details of your prior experience, if any to conduct any criminal checks. You expressly consent to the Company conducting such background checks. When a background check raises any concerns regarding any of the details furnished by you, the Company may ask you to furnish further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.
- Our offer to you is conditional upon your having fully completed your graduation/post-graduation qualification- having completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with **EduKyu (EduKyu Pvt. Ltd.)** and Producing all mark sheets and other relevant documents (if any), at least till the penultimate semester, on the day that you join the Company. Further, you should have been declared as passed by the relevant examination authority.
- Data is supposed to be kept confidential. In any situation of data breach in terms of theft, sharing, selling, or any other unapproved means, legal and lawful action will be taken against the employee. The employment with the company will stand terminated effective from the day the breach is found. In case of employment already being brought to an end, legal action will be taken against the employee (ex-employee then).
- While your employment with EduKyu Pvt. Ltd. is active, you are not expected to be active on any job portals such as Naukri.com, Indeed.com, LinkedIn or so on. In case of your job profile being found active on any of the portals, company may take strict actions against your employment and/or levy a fine.
- During your stint with the company, your duty bound to commit your time completely to the work of the company, Moreover you will not take up any other assignment, whether full time, part-time or honorary or in cash or in any other kind, without prior intimation and written approval from the company authority.
- Within a period of 24 months after your relieving from this organization, you will bound to not to join any other employer or organization or proprietorship firm in the same line of work or any other NMIMS Authorized enrollment partners.
- All the benefits are as per the company's policies which are subject to change from time to time. We welcome you to the **EduKyu (EduKyu Pvt. Ltd.)** family and wish you a rewarding career over the years to come.

Regards,
HR Department
EduKyu Pvt. Ltd


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Compensation Detail: Ms. Ritika

	(Amount in Rupees.) Per Month	(Amount in Rupees.) Per Annum
Basic Salary	10,000	1,20,000
House rent allowance	5,000	60,000
Conveyance	1500	18,000
Mobile Reimbursement	500	6000
Medical Allowances	1250	15,000
Special Allowances	6750	81,000
Daily travel reimbursement (DTA) (only for the days of field work @250 per working day)	5,000	60,000
Performance Incentive based on Individual Target (This amount is payable on monthly basis on achievement of Target as per the incentive slab mentioned)	15,000	1,80,000
Continuity cum performance based bonus (Paid Annually) (Payable based on the achievement of complete target for the year and continuity in the organization for at least 1year.)	1,500	18,000
Total Five Lakh Fifty Eight Thousand Rupees only	46,500	5,58,000

EduKyu Pvt. Ltd.

Corporate Office address: 623, Wave Silver Tower, Sector 18, Noida, U.P.-201301

Training & Placement Cell
Dr. B.R. Mehta Himalayan University
Dehradun (Uttarakhand)