

## JOB OFFER LETTER

### Industry Era

09-11-2021

Dear **Subin vince**,

On behalf of **Industry Era**, I am pleased to offer you employment with **Industry Era** in the position of Data Research Analyst, starting on 06/09/2021. In that position, you will report to Reshu H.

During your employment, you will be paid a base salary at the annual rate of 1.8 lac. Your compensation will be paid in regular installments in accordance with the Company's regular payroll process, and subject to applicable tax and other withholdings. As an exempt employee, you will not be eligible for any overtime pay. This position is a full-time position and your regular salary will be prorated based on a Standard work Hours per week.

**At-Will Employment:** Your employment with the Company is "at will," and thus you or the Company may terminate our employment relationship at any time, with or without cause or advance notice. The Company reserves the right, in its sole discretion, to change your compensation and/or employee benefits at any time on a prospective basis.

**Additional Agreements:** As a condition of your employment, you agree to execute any additional agreements required by the Company at the start of your employment. This includes any agreements that relate to your confidentiality or intellectual property assignment obligations to the Company. You further agree that at all times during your employment (and afterwards as applicable), you will be bound by, and will fully comply with, these additional agreements.

**Contingencies:** This offer is contingent upon the successful completion of any background or reference checks requested by the Company. For purposes of federal immigration law, you will be required to provide to the Company documentary evidence of your identity and eligibility for employment in India. Such documentation must be provided to us within three business days following the start of your employment, or our employment relationship with you may be terminated.

## **Additional Terms and Conditions of Offer:**

**Entire Agreement:** This employment agreement, along with the Confidentiality Agreement, sets forth the terms and conditions of your employment with the Company, and supersedes any prior representations or agreements concerning your employment with the Company, whether written or oral. You acknowledge and agree that you are not relying on any statements or representations concerning the Company or your employment with the Company except those made in this agreement. This employment agreement may not be modified or amended except by a written agreement signed by you and an authorized officer of the Company.

1. As per the discussion the commenced date of Joining is 06-09-2021.
2. **Reporting Structure:** You will be part Data Research Analyst and shall report to the Assistant Manager of the Company.
3. **Duties:** In addition to the normal responsibilities/duties associated with the above position, the Company may also assign you other duties as deemed fit and proper.
4. **Leave:** You will be entitled to leaves as per Company rules.
5. **Salary and Benefits:** The Compensation and Benefits package applicable to you is given as Salary Annexure - I. We would like to treat all such compensation-related information as personal and confidential. Your compensation and benefits program will be subject to the statutory deductions.
6. **Probation & Notice Period:** You will have a probation period of 3 months from the date of joining. You will be confirmed at the end of 3 months as a full designated employee. If your performance during this period is not satisfactory, your service is liable to be terminated without notice. The organization will have the right to terminate your services at the end of this period or extend this period of probation for a period deemed fit by the organization. Once confirmed, the notice period of 2 months will be applicable.
7. **Location:** Your base location will be Bangalore (HSR Layout). However, during your employment with us, you may be posted or transferred/attached to any other Units /Teams /Offices of Company in India at the sole discretion of the management.
8. **Income Tax:** All the components of your remuneration will be subject to deduction of income tax as per the provisions of Income Tax Act, 1961 and other applicable laws. (PF, PT and ESI)
9. **Rules:** You shall be governed by the rules and regulations of the Company in force or amended from time to time during your employment.

10. You agree that acceptance of this offer of employment amounts to acceptance of the Company Rules in relation to your employment with the Company. **Non-Solicit and Non-Compete:** You represent and warrant that during the subsistence of this Agreement and upon lapse/termination of this Agreement and for a period of one (1) year thereafter, you shall not in any manner solicit or entice any employees or customers (existing or potential) of the Company to join or enter into transactions, as the case may be with either the Company or with other entities which are in direct competition with the Company.
11. **Conflict of Interest:** Your position with the Company calls for your whole-time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity or be interested directly or indirectly in any other trade of business, without the written permission from the Company. You are to carry out faithfully and properly your duties and job function as may be instructed by the Company or person acting on behalf of the company. You are also strictly prohibited from revealing any matters relating to the Company employees or anyone whatsoever or whatsoever always.
12. In the event of dissatisfaction or conflict in the result of the background investigation & Drug test, his/her employment may be terminated without notice.
13. Employees will not disclose any statistical information regarding the affairs of the company that leads to severe action under section 63B & Section 72 and IT act of India. copyright act shall be punishable for a minimum period of six months & maximum of 3 years in prison.
14. If you're noticed under any unethical conduct behaviour and using company time or property for personal business that leads to termination of the services.
15. If found to have taken many leaves or remain absent beyond the period of leave originally granted are subsequently extended you shall be considered as resigning voluntarily!!!!!!
16. **Joining Formalities:** At the time of joining, you should submit the following:
  - a) Four copies of your recent passport size photographs.
  - b) Copies of all the mark sheets and educational certificates (10th, 12th, Degree, PG).
  - c) Copy of all the pages of your Passport/Driving License/Voter's card.
  - d) Copy of Aadhaar Card.
  - e) Form No 16 from your present employer, if applicable.

f) Relieving & Experience letter of last organization (if applicable).

g) Copy of PAN card.

h) Last 3 months' salary slips, if applicable.

I) Signing the terms of employment, confidentiality, non-disclosure agreement and conflict of Interest agreement.

We hope that you will devote your full time and attention in carrying out the assigned work activities honestly and diligently keeping in mind at all times the Company's interest and progress. We expect that you will not act in any manner, which may tend to be prejudicial or detrimental to the reputation and standing of the company.

If you have any other queries, please feel free to write at [hr@industry-era.com](mailto:hr@industry-era.com)

Please accept via email or sign and return back one copy of the letter in token of your acceptance.

Dilip Kumar Ramesh

Managing Director

This Mail offer of employment will expire [10/11/2021] at 5:00 pm.

Employee First Name, we are excited by the prospect of you joining the Company.

### Acknowledgement

I, Subin vince, confirm the above terms and conditions.

[ *Subin* ]

Signature:

*Subin*

Date : 10/11/2021

Place: Bangalore

