

November 21, 2021

**Dear Ms. Arathy,**

**Subject: Offer of Appointment as Intern – HR Operations**

We are pleased to offer you an appointment as **Intern - HR Operations** with Thoughts Arena Solutions Pvt. Ltd. (the “Company”), in Trivandrum.

Your Annual gross salary along with breakup of salary is attached herewith as in **Annexure-A**.

Your employment with us will be governed by terms and conditions referred in **Annexure-B**.

This offer is valid up to November 22, 2021 and you are requested to kindly sign and return the duplicate copy and confirm your acceptance before the said date. This offer will be considered rejected and, therefore, rescinded by the Company if the candidate does not respond in writing by November 22, 2021.

If this is acceptable to you, please plan to report our office for joining formalities on **November 22, 2021**

Before joining, you are requested to submit **attested copies** of the following:

- (a) Certificates supporting your educational qualification along with marks sheet\*
- (b) Schooling certificate (SSLC/ICSE) in support of your age
- (c) Your latest salary slips or salary certificate\*
- (d) Your relieving letter from your previous/present organization
- (e) Service certificate, if any
- (f) 3 color passport size photographs
- (g) Latest passport
- (h) Medical reports\*\*
- (i) Attested Copy of PAN Card.
- (j) Form-16 from current employer

\*Our offer to you has been made based on information furnished by you at the time of the interview. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of above or if any contradiction with regard to information already

furnished to us comes to our notice, the Company reserves the right to cancel the Offer of Appointment without showing reasons, therefore.

\*\* Employment as per this offer is subject to your being found medically fit. Please produce medical fitness certificate from a Senior Medical Practitioner.

As a new member of Hyreo Technology Solutions Pvt. Ltd, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,  
For Hyreo Technology Solutions Pvt. Ltd.

A handwritten signature in black ink, appearing to read 'Sreenath N', with a stylized flourish underneath.

**Sreenath Narayanan**  
Vice President

**ANNEXURE – A**

Name : **Arathy B.R**  
 Designation : **Intern - HR Operations**  
 Location : **Trivandrum**

**TERMS OF REMUNERATION**

<b>Fixed Compensation</b>	<b>Monthly [INR]</b>	<b>Yearly [INR]</b>
Basic Salary	2,500	30,000
Dearness Allowance	1,500	18,000
House Rent Allowance	1,875	22,500
Conveyance	2,000	24,000
Other Allowance	4,125	49,500
<b>Total GROSS</b>	<b>12,000</b>	<b>144,000</b>

Other Benefits:

- Travel & other reimbursements of pre-approved travel.
- You will be eligible for Employee referral bonus, as per the company policy.

**Notes:**

1. Payment of the above-referred remuneration will be made subject to the applicable tax laws of the Country and deduction of Tax at Sources made wherever applicable, in accordance with law.
2. Statutory deductions such as any Group Insurance and other deductions will be made as per Company rules/Statute requirements.
3. Your Scale of Pay may be suitably revised upon satisfactory completion of probation and performance review.
4. The duration of the probation period will be 6 months.

## ANNEXURE - B

### 1. Employment Agreement:

#### a. Secrecy

During the period of your employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy in regard to affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

#### b. Conflict of Interest

The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

### 2. Transfer

Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

### 3. Termination of Employment

- a. The termination of your employment with the Company requires two months' notice on your side. This notice period shall not be applicable in the case of termination by the Company for any misstatement of facts by the employee.
- b. In case of employees who are governed by service agreements for serving a minimum period of time, the above clause 3(a) is applicable only on their completion of the service period agreed to and provided therein.
- c. Unauthorized absence or absence without permission from duty for a continuous period of 7 days, would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination.

- d. If the Company terminates the contract with you, then one month notice period and one-month salary for the notice period will be paid to you by the Company. However please note that it is entirely at the discretion of the Management.

#### **4. Statement of Facts**

It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

#### **5. Work Hours**

Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary, for proper performance of your duties or if business requires it. You will not receive any additional payment for hours worked in excess of your normal hours of work.

#### **6. Company Provided Training**

You will receive Hyreo Technology-funded external Training or participate in external workshops on Cloud and other Software and you will be required to remain in service of Hyreo Technology Solutions Pvt. Ltd. for minimum one (1) full year from the date of completion of training/workshop. Should you terminate your employment with the Company prior to that date, you will be required to reimburse the cost incurred by the Company

#### **7. Leave**

You will be eligible for leave as per the Company policy.

#### **8. Restraints:**

##### **a. Access to Information**

Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

**b. Non-disclosure**

You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

**c. Smoking**

We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as “No-Smoking Zone”.

**d. Passwords**

Access to our network, development environment and e-mail is through an individual’s password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

**e. Security**

Security is an important aspect of our communication and office infrastructure. Hyreo Technology Solution Pvt Ltd will provide security for the Company’s own office. The employee shall comply with the security guidelines and policies issued by the Company from time to time, as the Company may make modifications depending on local conditions or new security requirements. If there is need to take some of the equipment/infrastructure out of the office premises for any reason, the employee shall obtain prior permission from Management.

The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a companywide awareness about the need for protection of intellectual property and sensitive customer information.

You are required to use a card pass to enter the Company office. If you are issued any special computer equipment (e.g. laptop computer, CD drive, etc.) you are responsible for the safekeeping of these Company assets, both in the office and off-site. Please ensure they are locked when unattended.

**1. Destroying papers & material**

Any official communication, which is confidential in nature, shall be destroyed through paper shredder after the purpose is served.

## **2. Use of Company resources**

You shall use company's resources only for official purposes.

### **f. Overseas Service Agreement**

In the event of company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

### **g. Intellectual property Rights**

All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be "work made for hire". You shall execute/sign such documents for this purpose, as and when required by the Company.

### **h. Jurisdiction**

Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Trivandrum only.

### **i. General**

The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc., you will be governed by the rules of the Company as shall be in force from time to time.

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This is to certify that I have gone through and understood all the terms and conditions mentioned in **Annexure** and I hereby accept and agree to abide by them:

Name in full : **Ms. Arathy B.R**

Signature :

Address :

Date :

Place :

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