



Offer cum Appointment Letter

Name: Sanjay Jain
DOJ: 25-Feb-2025
DOB: 09-Nov-1989
Aadhaar number: 961910974560

Dear Sanjay,

On the basis of the interview and discussions we had with you, we are pleased to offer you employment with Epicenter Technologies Pvt. Ltd (Company) as "**Sr. Analyst - Operations**" on the following terms and conditions with effect from **DOJ: 25-Feb-2025**

Kindly note that this offer of employment is subject to the submission and validity of required documents as per the checklist given to you. If you fail to submit these documents on the date of document submission or if any of these documents are found to be forged / fake, this offer may be revised or cancelled at the Company's discretion.

This offer letter is valid for the next 48 hours from the time of receipt of the offer. Further you are required to furnish a copy of the resignation letter tendered by you to your current employer and the acceptance of the same

Please sign and return a copy of this letter as a token of your acceptance. We would like to welcome you to our organization and wish you a rewarding career.

Our Values and Culture:

- Agility** Ability to move quickly and easily. Finding ways to complete tasks faster.
- Collaboration** Work as a team and collaborate to achieve common goals.
- Integrity** Create an honest, trusting environment and share accountability.
- Customer Focus** Concentrate both on Internal Customers (Employees & Vendors) and External Customers (People that we talk to who are not a part of Epicenter).
- Innovation** Share process improvement ideas across all levels and evolve constantly in the dynamics of a fast-paced business.

1. **Compensation & Benefits:** The compensation and benefit program applicable to your band is enclosed for your reference. Please note that your compensation is a confidential matter between you and the company, and the company shall view any breach of confidentiality with utmost seriousness.

I. The compensation structure is subject to change at the company's discretion and will be communicated to you from time to time.

II. You may participate in the Company Provident Fund Scheme as applicable to your category of employees in accordance to statutory guidelines.

III. You will be entitled to gratuity in accordance with the rules governing such payment.

IV. Applicable tax would be borne by you. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non-compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.

2. **Transfer:** Your services can be transferred by the company in such capacity, as the company may from time to time determine, from

- One location to another.
- One department to another.
- One project to another, based on the exigencies of business and company needs.

It is a condition of employment that you can be transferred by the company anywhere in India or abroad to any of the parent Company's Subsidiary Companies, Joint Ventures, Associates, Sister Companies, etc., as per needs. Such transfers will not create for you any right to ask for revision in your salary or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service as applicable to your category of employees in the new place.

During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical

platforms/skills and nature of the project. If necessary, you may also be required to work shifts. Failing to do so can lead to termination of employment without notice. Regardless of any Secondment to any other epicenter entities or where you may be required to work overseas for such Epicenter entities for an extensive period, you shall at all times remain an employee of the company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Epicenter entities other than the salary and benefits specified in this offer letter or salary and benefits that may have been decided by Epicenter and communicated to you.

You should not draw, accept or endorse any cheque or bill on behalf of the Company or, in any way, Pledge the Company's credit except so far as you may have been authorized by the company to do so, either generally or in any particular case.

3. **Promotion / Demotion:** The Company has the right to Promote or Demote you to any designation at its discretion and the company will decide your salary and allowances at the time of such change.
4. **Working hours, holidays and leave:** You will observe the working hours, holidays and leave rules as per the service rules applicable to your category of employees.
5. **Health Examination:** You may be examined at any time, by a Doctor of the Company's choice for your medical fitness to continue to work for the company and the opinion of the Company's Doctor in this regard shall be final and binding on you. The company also reserves the right to screen or test you for intoxicants and / or prohibited substances while you are at work. These tests may be administered in-house or via an external laboratory as the company deems fit.
6. **Proof of Age:** You will be required to produce satisfactory proof of age at the time of joining. The same may be evidenced from the School Leaving Certificate or from the birth register certificate. Once, such proof of age is accepted and recorded on the Company's register, and you may not be permitted to seek a change of date of birth.
7. **Past Record:** If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material, information, you may be liable to be removed from services without any notice or compensation whatsoever.
8. **Confidentiality & Secrecy:** During your employment and for a period of 12 months commencing the last day of your employment with the company, you will not at any time disclose to a third party, any of the Company's confidential technical information or any information concerning the business of the company and its parent and affiliated companies, which you may come to know during your services with the company.
9. **Use of company resources:** Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You are expected to use the IT assets assigned to you like System, Laptop, etc. judiciously. In the event, the same is found to be physically damaged or tampered, you are likely to be asked to compensate for the same as deemed necessary by Epicenter.
10. **Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
11. **Alternative Employment:** During the course of your employment with the organization, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service, whether for remuneration or otherwise.
12. **Code of Conduct:** Epicenter prides itself as a company with the highest order of ethical conduct in its dealing with customers,

suppliers, agents, and governments. As part of your employment agreement with the Company, it is important that you fully understand this philosophy and the policies governing it. At the beginning of your employment, you will be expected to familiarize yourself with the Company's "Code Of Conduct" and sign a copy as an acknowledgment of your having read, understood, and agreed to abide by its contents.

For any loss suffered by Epicenter or Epicenter's clients due to your negligence or deliberate actions, Epicenter reserves the right to initiate legal actions against you as it might deem fit according to the governing Laws.

13. **Roles & Responsibilities:** Your duties and responsibilities will be communicated to you by your reporting manager. However you shall execute and perform all such duties that may be assigned to you by the organization from time to time and the organization reserves the right to vary these at its discretion.
14. **Probation and Confirmation:** You will be on probation for a period of six months from the date of appointment and if your conduct and performance in the appointed position are found satisfactory you will be confirmed at the end of the probation period. In case of unsatisfactory performance your probation may be extended for a period 3 months.
15. **Notice Period:** If you decide to part ways with the company, you are expected to serve the applicable notice period as per the Employee Separation policy please familiarize yourself with this policy once you have joined service and ensure you provide all support for handover of your responsibilities to your designated replacement.
16. **Termination of Employment:** The Company reserves the right to pay or accept salary in lieu of notice. Your employment can be terminated either at your instance or that of the Management, where the Notice Period applicable for both parties shall be as per the Employee Separation policy.

The company reserves the right to terminate your contract / employment without notice, or pay in lieu of notice if it has reasonable grounds to believe you are guilty of gross misconduct, gross negligence and violation of company policies or in material breach of any of the terms of your employment. However, release from the services of the company will be subject to satisfactory handover of the responsibilities assigned to you.
17. **No Poach** - In the event you leave the company either initiated by yourself or the company, you shall not recruit or influence, support or facilitate the recruitment of any employee from the company for a period of 12 months commencing the last day of your employment with the company.
18. **Separation:** On termination of employment and/or your resignation during the period of your probation or thereafter, you will immediately return to the Company, all assets including data, tools, accessories, formulae, documents, specification, books, etc. of whatsoever nature accessible to you or in your custody, care or charge and obtain a clearance certificate from the relevant person / office / department, on production of which alone your dues, if any, will be settled by the Company. Any balance amount due to the company shall be fully recovered from your salary / full and final settlement, at the time of your leaving the services of the Company.
19. **Any Unauthorized absence:** As detailed in the Attendance and Employee Separation Policy, would attract consequences which might include Termination of services. Termination on Absconding (NCNS ? No Call No Show) grounds may render the employee ineligible for Full and Final Settlement amounts, Documents/paperwork and Reference checks at the discretion of management.
20. **Retirement:** You will retire from your service with the Company upon attaining the age of Sixty years. However, you may be retired at any age before Sixty years if you are unable to continue in service satisfactorily due to any form of physical or mental infirmity or are not able to perform given work. The actual date of retirement shall be the last working day of the calendar month in which your 60th birthday falls.
21. **Covenant:** The employee agrees that: I will not

I. For a period of one year after the termination of this agreement, directly or indirectly solicit to provide any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Company and for whom I provided any service as an employee of the Company during the five years prior to my leaving,

II. For a period of Twelve months after the termination of this agreement directly or indirectly, without the prior written consent of the Company, solicit for employment at any firm, entity or client with which I was associated during my tenure with the organization, or otherwise disrupt, impair, damage, or interfere with the Company relationship with its employees, client or any other business partners;

III. Upon the termination of my employment, retain, copy, or utilize any confidential, privileged or proprietary information, trade secrets, or other property of the Company, including but not limited to manuals, software, data, files, client lists or materials, or other data, publications or materials. The employee and the Company acknowledge and agree that the duration and the scope of the covenants contained in this paragraph are fair and reasonable.

22. Other Terms & Conditions: Your employment with the Company will be subject to the rules and regulations of the Company, as promulgated and modified from time to time in relation to your conduct, discipline and other matters. Your employment with the organization is subject to the following pre-conditions:

I. The Company receiving satisfactory references from suitable referees suggested by you. Additionally the Company reserves the right to seek references from your current/previous employer(s) at any stage.

II. The Company receives a satisfactory report following a medical examination, if found necessary, by a doctor nominated by the Company.

III. The Company receives a copy of all your education and professional qualification certificates.

IV. The Company receives a copy of the relieving letter from your previous employer.

V. A positive background Verification report, conducted based on the information provided by you In addition to the above, all such other rules and regulations as may be in operation at the time of your accepting the appointment with the Company and as may be amended or altered from time to time at the discretion of the Company will also apply to you.

Please confirm that the terms and conditions of this employment agreement are acceptable to you and that you accept the same by signing the duplicate copy of this letter as a token of your acceptance.

We welcome you to Epicenter and look forward to having a long and mutually beneficial association with you.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Yours sincerely,

For Epicenter Technologies Pvt. Ltd.



**Authorized Signatory
Human Resources**

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Epicenter Technologies Pvt. Ltd. (CIN: U72900MH2000PTC140702)

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Compensation & Benefit Plan

Name : Sanjay Jain

Designation : Sr. Analyst

Band : 5

Date : 25-Feb-2025

Component	Annually	Monthly
Basic	225000	18750
House Rent Allowance	112500	9375
Leave Travel Allowance	37500	3125
Special Allowance	271548	22629
City Compensatory Allowance	30168	2514
Food Coupon	0	0
Statutory Bonus	14100	1175
A) Fixed Earnings	676716	57568
Login / Attendance Incentive*	12000	1000
Performance Incentive *	24000	2000
B) Variable Earnings	36000	3000
PF Employee Contribution	21600	1800
ESI Employee Contribution	0	0
Professional Tax	2500	200
C) Employee Deductions	24100	2000
D) Gross CTC (A+B)	726816	60568
Fixed Take Home (excluding Incentives) (A-C)	666716	55568
Net Take Home (including incentives) (pre-tax) (D-C)	702716	58568
Statutory Benefits		
PF Employer Contribution	21600	1800
ESI Employer Contribution	0	0
Mediclaime Insurance	1586	132
E) Additional Cost to Company for Employee Benefits	23186	1932
TOTAL CTC (Cost To Company) (D+E) (INR)	750002	62500

* Variable Earnings (LOGIN /ATTENDANCE and PERFORMANCE INCENTIVE) if applicable, will be paid as per the incentive policy and guidelines for the process / department that the employee has been assigned to.

** Tax exemption can be availed for the Reimbursements listed above. Please note these reimbursements although paid out on a monthly basis, will be subject to Tax unless relevant bills are submitted to the finance team as per timelines.

1. Besides the above particulars, you will also be eligible for the following additional benefits

- Gratuity - Eligible on completion of 5 years of employment with the organization
- Personal Accident Insurance - Eligibility as per the BAND, (only for employee)
- Mediclaime Insurance coverage if mentioned above is for Employee, Spouse and up to 2 Children (ESIC exempted)
- Term Insurance - Eligibility as per the BAND, (only for Employee)

2. Epicenter Technologies Pvt. Ltd. has the absolute right, in its sole discretion, to Interpret, Terminate, Modify, and Amend or Revise any of the components of compensation mentioned above.

3. All allowance(s) applicable will be paid as per the Eligibility and Policy Guidelines

4. The above compensation package will be subject to Income Tax Regulations and other relevant laws applicable from time to time
5. Compensation figures are CONFIDENTIAL in nature and should not be disclosed to anyone except for statutory reasons.
6. As per ESIC guidelines an existing employee can only be removed from ESIC coverage in April or October. During your tenure if your salary is revised and the new gross monthly take home crosses the statutory limit for ESIC benefits, you will be enrolled under Medclaim but the deduction of your ESIC contribution (0.75 % on gross salary) will continue till the next Sep / Mar whichever falls early. This amount may not be displayed in your Annexure but will show in your salary slip during the deduction period (maximum 5 months)
7. Probation and Confirmation: You will be on probation for a period of six months from the date of appointment and you will be confirmed at the end of the probation period if your conduct and performance in the appointed position are found satisfactory. In case of unsatisfactory performance, your probation may be extended for 3 months.
8. Please reach out to your HR representative in case you have questions or need clarification.

Policy Certificate of Receipt

I hereby certify that I have read and understood all the points mentioned in this document. I commit to abide by all terms and conditions of the policy, as well as my original ETPL employment agreement and client guidelines. I also understand and acknowledge that failing to adhere to the above would make me liable for disciplinary action as per the policy of the organization.

Name : Sanjay Jain

Date & Time : 20-Jan-2025 7:14:05 PM

Email ID : Sanju_jain4545@rediffmail.com

Device : Mobile

IP Address : 152.57.250.29

