



Suchismita Dey
19, Peare Das Lane, Beadon Street,
S.O, Beadon Street, Kolkata, West Bengal – 700 006

Dated: 18th March 2024

SUB: OFFER LETTER

Dear Suchismita ,

Welcome to NextZen Minds Pte. Ltd., we are pleased to extend an offer of employment for you to join our global team. Your date of joining shall be on **19th March 2024**.

By accepting this offer, you will join a diverse team of 200+ employees with 5+ global development centres, who share a passion to help clients drive. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join NextZen Minds and connect to the future of human science.

Your designation will be **Junior UI UX Designer**. You will be based in Kolkata, India, office address mentioned below:

*Ambuja Neotia Ecostation Business Tower
Unit – 1501 & 1504, Plot No. 7, Block – BP,
Sector V, Salt Lake, Kolkata – 700 091*

Your employment with us will be governed by the following terms and condition:

1.1 Salary

The salary and benefits offered to you and paid by NextZen Minds are in return of the services which you are required to perform for and on behalf us. You shall, therefore, at all time during the course of your employment, devote full attention, dedication and commitment to your job and responsibilities assigned to you and ensure that they are completed with utmost sincerity and deliver high standard outputs all the time. Failure to meet commitments shall be considered as an act of indiscipline or incapability to deliver or both.

As per rule salary will be disbursed monthly basis. During probation period it will be credited to your personal bank account and after confirmation your salary account will be created with HDFC Bank as per rule (*Bank can change in future as per company's demand*).

DocuSigned by:

Suchismita Dey

1ADE62EEF1274FD...





You will be eligible for salary of Rupees Twenty Thousand Only (**Rs. 20,000**) per month and annual salary Rupees Two Lakhs Forty Thousand Only (**Rs. 2,40,000**).

Please see the Annexure-Salary mentioned below.

Position Title: Junior UI UX Designer		
Location: Kolkata, India		
Salary Break-up	Rs (per month)	Rs (per annum)
Basic Salary	15000	180000
HRA	3000	36000
Conveyance Allowance	1000	12000
Travelling Allowance	1000	12000
Gross Salary	20000	240000
Total Annual cost to company: 240000 PER ANNUM		

**Amount subject to deductions (PTax) as per applicable laws. PTax RS 120/= will be deducting from your gross salary each month. Provident Fund you can avail after completion of 3 months.*

Your salary is confidential information and you are not supposed to share this within the Company with other employees. Future promotion or increment is all merit based.

1.2 Working Hours:

Office timing will be as per policy which is general shift, however being as a member of the company and considering as a team we expect flexibility from everyone whenever it comes to meet any commitment comes under their responsibilities. Also in rare cases shift can change depend of client time zone.

1.3 Leaves & Holidays

- **Eligible for Privilege leave** of 0.5 per month after completion of your probation period subject to a max of **6 total Privilege leaves in each financial year.**

DocuSigned by:

 1ADE62EEF1274FD...



- **Eligible for Sick leave** of 0.5 per month after completion of your probation period and subject to a max of **6 total Sick leaves in each financial year**. Sick leave is for self only. To avail sick for more than a day will be needing valid medical document.
- **Eligible for Casual leave** of 0.5 per month after completion of your probation period and subject to a max of **6 total Casual leaves in each financial year**.

You may utilize your leave as per the company policy. However all leaves are designed under our company's policy and you will get to know in details from the HR Policy which you receive on the day of joining.

The National Holidays are as per the financial calendar. There are altogether 12 holidays and the list is published by the Company in the beginning of the financial year.

- *May Day*
- *Independence Day*
- *Gandhi Jayanti*
- *Durga Puja – Saptami*
- *Durga Puja – Ashtami*
- *Durga Puja – Navami*
- *Durga Puja - Dushera*
- *Diwali*
- *Christmas Day*
- *New Year*
- *Republic Day*
- *Holi*

Uninformed absence or absconding - If you are away from your work without prior intimation for more than 2 days, you will need to report to your reporting manager and provide a valid explanation for your absence. If reporting manager continues to provide your engagement, then Company would be able to consider your absence as leave. If not, the contract may conclude from the date you were in absence or absconding, also for the same company has right to take any strict action.

1.4 6 Months Training Period

You will be under training period of **6 months** from the date of joining as a trainee (*junior UI UX Designer*). At the end of the training period, subject to your satisfactory performance, your services will be deemed confirmed unless notified otherwise. During training, your

DocuSigned by:

Suchismita Dey

1ADE62EEF1274FD...





employment may be terminated on immediate effect due to poor performance or due to any other unacceptable reasons, or training period can be extended.

During your training period your monthly stipend will be Rs. 10,000/= month (without any deduction).

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...

1.5 Termination:

Employee (after confirmation) can end this employment engagement by serving a notice of 90 days to employer. If the Company concludes the employment and decides to relieve you before the completion of the notice period (early release) it will be notified to you in advance. If at your request, Company agrees to relive you before serving the full notice period, you will be liable to pay the Company the Gross Salary component of the salary for the balance notice period. However, please note that accepting any such relieving request would be entirely at the discretion of the Company based on the business needs.

The Company reserves the right to terminate you for reasons which may cause harm to the Company either directly or indirectly. Your any action or omission causing any kind of damage to the Company, monetary, reputational or otherwise will be a ground to initiate employment termination by the Company.

If it is discovered by the Company that you are or were engaged in activities like sharing the confidential information, soliciting job with the Clients, or soliciting work from the Clients then this will be considered as breach of trust and breach of this Agreement and you understand that for the breach the Company can take any possible legal action against you, be it civil or criminal in nature.

On separation from company employment for any reason, you shall comply with the Company's separation procedure, sign all documents and return all Company property on or before your last working day. The Company will not be bound to pay your dues, if any, till you have completed all the separation procedures and surrendered company property, assets, documents, etc.

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...



1.6 Values, Integrity, Honesty and Ethics:

During the course of your employment with NextZen Minds, you shall adhere to the values, integrity and ethics of the organization in particular and that of the society in general. You shall uphold the principles of honesty, integrity, values and business ethics in all the dealings and transactions which you do directly or you are part of, for an on behalf of NextZen Minds. If at any time during or after your employment with us, if it is found, reported

or established that in any of the transactions or engagements you have willfully violated, supported others in violating or have hidden / not reported any such acts or actions, which were in your knowledge but not reported; will be treated as violation of this clause. Any violation to this shall be viewed very seriously and attract stringent action, which the management deems appropriate in accordance with the nature of violation.

1.7 Confidentiality of Information and Privileges:

During the course of your employment, you may be given various rights and privileges as per the requirement of your role (including any specific privilege, right or access granted by the client) to enable you to perform your tasks. These rights and privileges are meant to be used only for the purpose for which they are granted and intended to be used. You shall, under no circumstances, use such rights and privileges for your personal benefit/gain or with the intent of providing undue gain / benefit to others.

When deputed to work/interact at the client/client site, you are expected to maintain full confidentiality regarding your salary packages, allowances or any other payments and are expected not to discuss or disclose the same to any member of the client staff, in the interest of maintaining and promoting good and ethical functional business relations with our clients.

1.8 General Rules:

- 1) Your working hours, weekly offs, periods of work, public holidays, leave rules etc. will be governed by the rules and regulations applicable to the Business unit to which you will be attached.
- 2) You will be governed by all the company's rules and regulations that are in force now

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...





and also those, which may come into, force from time to time even if they are not individually notified to you in writing. The Company has sole and absolute right to change any of its rules and regulations at any time to meet exigencies of business.

3) You are required to sign a "**Confidentiality Agreement**" and "**Non-Solicitation Agreement**" with the Company on the day of joining.

4) The terms of the employment shall be governed by the laws of India and Courts in Kolkata shall have exclusive jurisdiction.

1.9 Company provided assets:

You may be provided with various type of company / client provided assets, access, documents, etc. to enable you to fulfill the requirements of your project / assignment / role. Such assets are strictly intended for the official purposes and shall be used only by you and never handed over to anyone under any circumstances, without the prior written approval of NextZen Minds management or approved by the reporting manager along with the HR concerned person.

2.0 Other Employment/Profession:

During the time you are employed with us you will work exclusively for us and shall not engage, whether directly or indirectly, with any other person, firm, company or organization, whether with or without remuneration, without the written permission of the Head of HR Function of the Company. Any action to the contrary would render your services liable for termination notwithstanding any other conditions mentioned in this offer letter.

You must not at any time during (except so far as is required for the proper performance of your duties) nor at any time after the termination of your employment with NextZen Minds communicate or divulge to any client or make use of or permit any other person to make use of for your own or any other person's benefit any Confidential Information.

Please read this letter carefully and should the terms and conditions be acceptable to you, sign

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...



the duplicate copy as a token of your having understood and accepted these.

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...

We welcome you to our pursuit of excellence and wish you a very rewarding and satisfying career with us.

Sincerely,

NextZen Minds Pte LTD
Subrajit Purkayastha
Director

NextZen Minds PTE. LTD.

Declaration:

Suchismita Dey

I _____ have read and understood the terms and conditions of my

Letter of Offer for Appointment and do hereby voluntarily agree and accept the same.



Signature of Candidate:

DocuSigned by:
Suchismita Dey
1ADE62EEF1274FD...

Name of Candidate: Suchismita Dey

3/18/2024