

Dear Raja Sekhar Valikalasai,

Further to your candidature & interactions with us, we are pleased to extend an offer to you for the position of **Ops Support -Sr Executive**, at Spocto Solutions Private Limited, A Yubi Company.

We would like you to join us on or before **Wednesday 08-Oct-2025**. Your work location will be **Airoli** and you may be required to travel to other locations as deemed by business needs.

Your Cost to company will be **INR 374,810/-** as per the salary structure provided in Annexure A below.

This offer letter is not an employment contract. You will be provided with an employment agreement when you join. To indicate your acceptance of this offer, please acknowledge and accept the offer within 2 business days.

Further, please note that your offer of employment with the Company shall remain conditional and contingent upon completion of a positive background verification to the Company's satisfaction, as per its standard practices. This offer letter may be revoked by the Company without any notice or pay in lieu thereof if the background verification is not to the Company's satisfaction.

We are pleased to have you join spocto - a Yubi Company. We look forward to have you onboard and your commitment to ensuring the success of the company in the coming years.



Abhishek Mehrotra
Authorised Signatory



ANNEXURE A

Components	Annual (INR)	Monthly (INR)
Basic Salary	160,550	13,379
HRA	64,220	5,352
Special Allowance	96,330	8,028
Gross Pay	321,100	26,758
Employers Contribution to PF	21,600	1,800
Fixed Pay	342,700	28,558
Performance Pay	32,110	
Total Cost to Company	374,810	28,558

Tax Saving Allowances:

Flexible tax saving components in the CTC that employees can choose from a range of available options

- Telephone Allowance
- Leave Travel Allowance
- Driver Allowance
- Fuel Reimbursement
- National Pension Scheme
- Car Lease Plan

Probation Period & Notice Period:

- You will have 90 days of probation period from the Date of Joining. Upon successful completion of probation period, you will be confirmed as a permanent employee.
- In case of resignation during probation period, employee will have to serve 14 days of notice period or pay an amount equivalent of 1 day's Basic pay for every unserved notice period days.

Employee Benefits

A. Insurance Cover

- Group Life Insurance - 7x coverage of the Annual Gross Pay (capped at INR 5 crore)
- Accident Insurance - 7X coverage of the Annual Gross Pay
- Medical Insurance - INR 800,000 with Parental Sum Insured for INR 200,000

B. Relocation Allowance (if applicable)

A new joiner moving from base location to a different city can claim a one-time reimbursement for relocation expenses on actuals, not exceeding **INR 1,00,000** upon submission of relevant bills and receipts.

C. Leave Benefits

Spocto follows a flexible leave policy to encourage and enable people to have a healthy work-life

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Accepted on Oct 03 2025 08:30:07 (UTC)

balance.

Total number of leaves per year	32 days
Earned Leave	18 days
Casual Leave / Medical Leave	14 days
Other Leaves (As Applicable)	
Maternity leave	26 weeks
Paternity Leave	2 weeks
Miscarriage Leave	6 weeks
Period Leave (for Women and Non-binary employees)	12 days

D. Emergency Medical loan

Employees can avail up to 12-month salary (**capped at INR 10 Lakhs**), with flexible repayment options, at **0%** rate of interest, to handle only personal medical emergencies.

E. Salary Advances

Employees can avail up to one-month salary as an advance to meet short-term financial exigencies. There is no interest levied on a salary advance. This can be availed two times in a year

F. Holistic Wellness (Employee Assistance Program - EAP)

At Spocto, we care for the holistic well-being of employees and their dependents. Through our partnership with **our EAP service provider**, we are providing a range of support, to cater to the 360-degree wellness of our team members.

G. Child Care Reimbursement Policy

Reimbursement of upto 10,000 per month for child care exclusively for women employees

H. Notice period/Termination:

Either the Company or you may terminate your employment at any time, without assigning any reasons, by providing sixty (60) days' written notice or payment of the amount (equivalent to sixty days remuneration) in lieu thereof, subject to approval from Head of Business.

I. Restrictive Covenant:

You shall devote all of your professional time to the management and operations of the Company during your employment and shall not engage directly or indirectly in any trade or business or profession outside the Company, or undertake any other employment, or undertake business, with or without any commercial gain, except to the extent permitted by the Company. Breach of this condition shall lead to immediate termination of your services by the Company without any notice

J. Intellectual Property:

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You acknowledge and agree that all intellectual property discovered or developed by you during the course of your employment shall belong exclusively to the Company (even after the cessation of your employment) in accordance with the Non-Disclosure Agreement executed with you and the Company, and to the extent such rights do not vest with the Company, you hereby assign to the Company, on an irrevocable, unconditional, perpetual basis, all rights, title and interest in such intellectual property. No such rights shall lapse based on the Company's non-exercise of the same.

All the Benefits would be applicable as per Company policy and is subject to changes.

