



27/06/23

Anamika Ghosh
Kolkata

Re: Appointment as Process Associate

Dear Anamika,

We are very pleased to inform you that you have been selected for the appointment to the said post with Sunknowledge Pvt. Ltd. (hereinafter refer to as the "Company"). The terms of the appointment and the benefits currently provided by the Company are as follows:

- a. Your gross remuneration package will be **Rs.17,000** payable monthly (equivalent to a gross of **Rs.2,04,000p.a.**). You will also be entitled to leaves, allowances and medical benefits admissible under the rules of the Company.
- b. You will be on probation for a period of 3 months starting from the date of joining, which may be extended or curtailed without any notice at the discretion of the company. The company shall be at liberty to extend the confirmation of an employee or curtail the employment without any notice in the event of unsatisfactory performance, unpunctuality, indiscipline, willful insubordination, misconduct, integrity, negligence of duty. You will be deemed to be on probation until you are informed of your confirmation in writing based on your satisfactory performance.
- c. You shall abide by the service rules and regulations including the conduct rules as well as the administrative orders of the Company in force from time to time.
- d. You confirm to not carry on or be concerned in any other business or occupation whatsoever, while employed with Company.
- e. Your effective duty hours shall be 48 hours in a week and the Company reserves the right to fix your duty in different shifts as per the business requirement of the Company.
- f. As an employee of the Company, you shall have access to certain confidential information of the Company and you may, during the course of your employment, develop certain information or processes, which will be the property of the Company.
- g. Confidential Information is understood to include any Company proprietary information, protected health information (PHI), technical data, trade secrets, Company's customer details, Company's business processes, technology, marketing, finances or other business information disclosed to you by the Company either directly or indirectly in writing, orally or by observations. You also agree that you will not, during your employment with the Company, improperly use or disclose any proprietary information or trade secrets of any former or concurrent employer or other person or entity and that you will not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person, or entity. To protect the interests of the Company, you will need to sign the Company's standard "Employee Confidentiality, Non-Disclosure & Non-Compete Agreement" as a condition of your employment and shall be binding on you. Company has the right to take necessary action against an employee if found not adhering to the Employee Confidentiality, Non-Disclosure & Non-Compete Agreement.
- h. The Company intends to keep confidential different matters including salary and increments. Hence these issues should not be disclosed or discussed among the employees of the Company, failing which shall be tantamount to violation of this policy and will result in stern disciplinary action.
- i. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.