



SUNKNOWLEDGE

IN EXCELLENCE WE TRUST

Sebastian Chen
Kolkata

07/10/20

Re: Appointment as Management Trainee

Dear Sebastian,

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.12,500** payable monthly (equivalent to a gross of **Rs.1,50,000p.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.

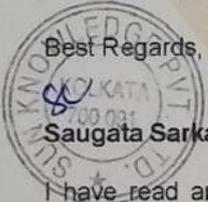


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- i. The Company reserves the right to conduct background investigations and/or reference checks on all of its potential employees. Your job offer, therefore, is contingent upon a clearance of such a background investigation and/or reference check, if any.
- j. Termination of Service:-
- On completion of the age of Superannuation i.e. 58 years, unless the Company decides to retain you beyond this age.
 - At any time by the Company without any previous notice, if the Company is satisfied on medical evidence that you are unfit and/or are likely to continue to be unfit for efficient discharge of your duties for a considerable time for reasons of ill-health and the decision shall be final and conclusively binding on you.
 - During the period of probation, the employee can be terminated by the Company without notice, and without assigning any reason. Under such circumstance, the company is liable to pay the salary for the number of days the employee has worked in the company in that particular month.
 - The service of the confirmed employee is terminable by serving two months' notice or by paying two months' salary in lieu of notice on either side. The company reserves the right to relieve the employee prior to the expiry of the notice period.
- k. The expression '**The Company**' in this letter shall be deemed to include all or any Managers or Manager of the Company from the time being placed in authority.
- l. In case of any dispute regarding interpretation of Terms & Conditions of this Offer or Appointment or the Rules governing your service or otherwise, howsoever arising, the decision of the Company thereon shall be final and binding.
- m. If any declaration given or information furnished by you at the time of your initial appointment or at any time during your service with the Company prove to be false, you shall be liable for removal from services and strict disciplinary action against you.
- n. Your start date of employment will be on or before **7th October, '20**. Please sign the enclosed copy of this letter in the space indicated and return it to us. Your signature will acknowledge that you have read and understood and agreed to the terms and conditions of this offer letter and the attached documents, if any.
- o. We request you to submit the following on your first day at work with us:
- All your certificates and testimonials in original along with a set of photocopies
 - Three recent passport size photographs
 - Relieving letter from the present/last employer (*if employed previously*)
 - Details of tax paid so far/Form16 (*if applicable*)
 - Photo Identification and Proof of address (*permanent and temporary*)

Best Regards,


Saugata Sarkar

I have read and understood this appointment letter and hereby acknowledge, accept and agree to the terms & conditions set forth herein above.

Name of the candidate: _____

Date of acceptance: _____

Signature: _____