

01-05-2023	01-05-2023	DEP TFR NEFT/HDFC0004989*30501084		31,496.00	34,496.04CR
01-05-2023	01-05-2023	WDL TFR UPI/DR/348720698828/ROHIT		3,000.00	31,496.04CR
02-05-2023	02-05-2023	ATM WDL ATM CASH 31220 INDEZON		5,000.00	26,496.04CR

Post Date	Value Date	Description	Cheque No/Reference	Debit	Credit	Balance
22-05-2023	22-05-2023	WDL TFR UPI/DR/314279824383/MUKTI		100.00		3,000.94CR
01-06-2023	01-06-2023	DEP TFR NEFT*HDFC0004989*30601567			30,496.00	33,496.94CR

Post Date	Value Date	Description	Cheque No/Reference	Debit	Credit	Balance
28-06-2023	28-06-2023	WDL TFR UPI/DR/317959312869/MOHSIN		10.00		3,001.34CR
01-07-2023	01-07-2023	DEP TFR NEFT*HDFC0004989*30630795			31,495.00	34,496.34CR

03-08-2023	03-08-2023	DEP TFR NEFT*HDFC0004989*30802677			30,496.00	33,496.34CR
03-08-2023	03-08-2023	WDL TFR INB SBICARD FOR BILLDESK		18,504.00		14,992.34CR
03-08-2023	03-08-2023	WDL TFR INB SBICARD FOR BILLDESK		1.00		14,991.34CR

15-09-2023

**Vikas Singh**  
**Employee Code:** 10024542  
**Department:** Study Abroad  
**Location:** New Delhi

**Subject:** Relieving Letter

Dear Vikas Singh,

This is with reference to your resignation from the services of GirnarSoft Education Services Private Limited. Your resignation was accepted, and you have been relieved from the services at the close of business hours on 04-08-2023.

This letter also serves as a confirmation that you were employed with us as Senior Executive- Study Abroad from 15-02-2023 to 04-08-2023 at New Delhi office location.

We wish you all the best in your future endeavors.

**Sincerely,**

**For GirnarSoft Education Services Private Limited**



**Kavita Azad**  
**Chief Human Resource Officer**

Company Name: Girnarsoft Education Services Private Limited

Corporate Office:  
5th Floor, BPTP Centra One, Sector 61,  
Golf Course Extension Road, Gurugram, 122002 Haryana

Contact: 1800-572-9877 | Email: [hello@collegedekho.com](mailto:hello@collegedekho.com)

Registered Office:  
6th - 7th Floor SDC Building, Turning Point 40-4,  
Moji Colony, Calgiri Marg, Malviya Nagar, Jaipur 302017 Rajasthan

CIN no.: U80302RJ2015PTC047265

13/02/2023

Dear **Mr. Vikas Singh**

We welcome you to **GirnarSoft Education Services Private Limited** and are pleased to offer you the position of **Senior Executive**. We are excited about this journey and look forward to a long and mutually beneficial association where quality is engrained in the culture and an individual's growth is given utmost priority. We are confident that you will cherish the work environment and will contribute towards achieving the organizational objectives pushing us to new heights of success. We pride ourselves as a place with ample opportunity to fulfill one's career and personal goals.

Your appointment will become effective from your joining date **15/02/2023**.

**Details of compensation break-up along with some of the important policies are highlighted below.**

**Regards,**

**Team Human Resource**  
**GirnarSoft Education Services Private Limited**  
**CollegeDekho**

## **Compensation & Benefits**

You will be paid compensation of **INR 420,000/- CTC per annum all inclusive**. Your employment will be governed by the Company's standard employment agreement and is to be signed on the date of joining. A detailed breakdown of your compensation will also be provided upon execution of the agreement.

Your individual remuneration is determined based on numerous factors such as your job, skills-specific background, and professional merit, and is strictly between yourself and the Company. This information, and any changes made therein should be strictly treated as personal and confidential.

## **Probation Period**

You will be on probation for a period of **Three (3)** months from the date of your joining. During the probation period, either party (Company / employee) may terminate employment by giving notice of termination as per the applicable policies, in writing or payment of basic salary for the same period. Post probation, either party (Company / employee) may terminate employment by giving notice of termination as per the applicable policies in writing or payment of basic salary for the same period. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

## **Leaves**

You shall be entitled for a total of 21 Annual Leaves in a calendar year accrued at a rate of 1.75 per month. However, if you join after 15th of a given month, you will accrue only 1 Leave for that month. Any Leave you are entitled to can be availed only with prior notice and proper permission of your reporting manager. Additional guidelines pertaining to leave benefits shall be available upon joining

## **Additional Term and Conditions**

- You will operate from our **New Delhi** office. However, your services are transferable and you may be assigned to any office of the Company, a subsidiary, or associate company. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if so, required by the Management. You shall do such other work as may be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof
- Your appointment is contingent upon satisfactory reference and background checks including verification of your application materials, education and employment history, and your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- You will be eligible for appraisal as per company policy.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.

- You may be required to travel on Company work and the expenses will be reimbursed as per the Company policy.
- Upon your resignation from the Company or termination of your services, you are required to return all assets and property including intellectual property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- During your employment at Girnar, any documents/templates/processes or any other intellectual property developed shall be and will remain the intellectual property of the Company only.
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion and will be communicated to you in writing.
- It is your responsibility to notify the Company of any changes in your personal information/ particulars as recorded with the company within 3 working days of such change happening. All notices shall be considered duly and properly delivered to the address on file with the Company.
- This employment with the Company is considered your primary duty and must not be compromised by any direct or indirect engagement in any other business or job.
- Information pertaining to the Company operations, ideas, affiliations, associates and intellectual property is confidential and will be bound by a non-disclosure agreement. If any prior confidentiality agreement applies to you then you must notify the Company and indemnify the Company against any breach thereof.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- **Relocation/Other expenses Clause**

- ❖ In case the employee resigns within a period of 6 months from the date of relocation, the entire amount of relocation expenses reimbursed/paid to employee will be recovered as a part of final settlement.
- ❖ In case the employee resigns after 6 months but before completion of one year from the date of relocation, 50% of entire cost of relocation expenses reimbursed/paid to employee will be recovered as part of the final settlement.
- ❖ Under any circumstance if the employee leaves us before completion of one year, any expense related to joining like joining bonus/notice period buyout/loyalty bonus/etc. will be fully recoverable.

- **Health Insurance**

- ❖ All employees will be covered either under ESI or Health Insurance scheme (as applicable) provided by the Company. Health Insurance will be provided to employees only if they are not covered under ESI.

- ❖ You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- ❖ The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Girnar group of companies, we're changing the world every day and we will be delighted to have you as part of our team.

**Please sign this Offer Letter as a token of your acceptance of the Offer and conditions of employment as specified therein, and return the same to us within 2 (Two) days of receipt of this letter.**



Regards,  
Ruchir Arora  
CEO and Co-Founder  
GirnarSoft Education Services Private Limited

**ACCEPTANCE OF OFFER TERMS AND CONDITIONS:**

**I confirm that I have read, understood, the terms and conditions stated above, and accept the offer.**

**Acknowledgement**

Printed Name: **Mr.Vikas Singh**  
Date of Joining: 2/15/2023

**Annexure I - Compensation Break Up**

<b>Name</b>	Mr. Vikas Singh		
<b>Designation</b>	Senior Executive		
<b>Entity</b>	GirnarSoft Education Services Private Limited		
<b>SBU</b>	Collegedekho-Shared - Study Abroad		
<b>Department</b>	Study Abroad		
<b>Grade</b>	E2		
<b>Level</b>	Executive		
<b>Fixed</b>	420,000		
<b>Location</b>	New Delhi		
<b>Skill Type</b>	Skilled		
<b>Fixed Pay Components</b>	<b>Annual</b>	<b>Monthly</b>	
Basic Salary	INR 225,564	INR 18,797	
Statutory Bonus	INR 18,792	INR 1,566	
Special Allowance	INR 88,596	INR 7,383	
<b>Gross Salary</b>	INR <b>332,952</b>	INR <b>27,746</b>	
<b>Flexi Pay Components (Employee to Opt)</b>			
Education Allowance	INR 2,400	INR 200	
Leave Travel Concession	INR 28,200	INR 2,350	
Telephone and Data Card Reimbursement	INR 12,000	INR 1,000	
Books and Periodicals Reimbursement	INR 12,000	INR 1,000	
<b>Total Flexi Pay Components</b>	INR <b>54,600</b>	INR <b>4,550</b>	
<b>Long Term Benefits</b>			
Gratuity	INR 10,848	INR 904	
EPF	INR 21,600	INR 1,800	
<b>TOTAL CTC</b>	INR <b>420,000</b>	INR <b>35,000</b>	

- Subject to Tax Deduction at Source and deduction of all other government taxes as applicable
- You will be entitled to payment of Gratuity in accordance with the payment of Gratuity Act 1972
- Professional Tax will be deducted as per government norms.
- Exemption to HRA is subject to the submission of rent payment receipt.
- You will be covered under the Group Medical Cover as per applicable Company Policies



**Ruchir Arora**  
CEO and Co-Founder

**Vikas Singh**  
Senior Executive

### **Annexure II - Checklist of Documents**

The following documents/accompaniments will be required in original and with photocopies on the date of joining as part of standard onboarding procedure.

#### **Educational Proofs.**

1. 10th Marksheets or Certificate
2. 12th Marksheets or Certificate
3. Graduation Marksheets 1st/2nd/3rd Year
4. Post-Graduation Certificate/Marksheets.

#### **Identity & Bank Proofs.**

1. Aadhaar Card
2. PAN Card
3. Cancelled Cheque
4. Additional Proofs - Driving License/Passport/Voter ID card

#### **Employment Proofs**

1. Offer Letter or Increment Letter with update compensation structure.
2. Last 3 Months Salary Slips
3. Resignation from previous employer/Relieving Letter

#### **Other Proofs**

1. Photograph (4Nos.)