



## LETTER OF OFFER

**Date:** Wednesday, 28<sup>th</sup> May 2025

**Dear Ms. Shrasti Maurya,**

Congratulations! We are pleased to inform you that you have successfully completed the selection processes conducted by **Binding Minds LLP** for the position of **Associate Recruiter**. This letter is to confirm that we intend to offer you this opportunity.

If you accept the following terms and conditions your start date will be **2<sup>nd</sup> June 2025 i.e., Monday**.

**Position:** Your designation would be **Associate Recruiter** based out of **the Noida** office.

This is a full-time position. While you are employed by this company, you will not engage in any other employment, consulting, or other business activities (whether full-time or part-time) that will create a conflict of interest of the company.

### **Terms and Conditions of Employment:**

1. Your employment with the Company is subject to a probationary period of **three (3) months** from the date of your joining. Your performance will be regularly reviewed during this period. Upon successful completion, you shall be deemed confirmed unless otherwise communicated to you by the Company. In the event of your resigning from the services of the Company, you are required to serve a notice period of 30-60 days based on the role.
2. All rewards and increments will be based purely on your performance on the job and your contribution to the company as per the existing company policies.
3. You will be required to observe the rules and regulations applicable to all employees of the company.
4. The Company reserves the right to transfer you to any location or center where we have operations based on business needs at that point in time. The terms and conditions of your employment offer may be changed from time to time, as the needs of the company require.
5. The standard work hours are between 7.00 P.M. to 4.00 A.M. from Monday to Friday. We are closed on all Saturdays and Sundays. At times flexibility in work timings would be required as per the company's requirements.
6. This offer of employment with Binding Minds LLP is subject to the successful completion of your Background Verification Check conducted by Binding Minds LLP or any agency appointed by Binding Minds LLP to which you hereby consent unconditionally. In case any



information given by you is found false or incorrect, your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu thereof.

7. The retirement age for all members is 58 years.
8. We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy, and growth among all members of the Binding Minds LLP family. As a new entrant, we would like you to whole-heartedly contribute to this process.
9. **Non-Competition and Non-Solicitation:** During your employment with the company and for a period of twenty-four(24) months after the termination of employment, for any reason whatsoever, you shall not, directly, or indirectly, either individually or as an employee, agent, partner, shareholder, consultant or in any other capacity, participate in, engage in or have a financial or other interest in any business which is competitive with the company or any successor entity of the company.

You agree that, upon voluntary or involuntary termination of employment with the company and for a period of two (2) years thereafter, you shall not, directly or indirectly, individually or as an employee, agent, partner, shareholder, consultant, or in any other capacity, canvass, contact, solicit or accept any of the company's customers/clients with whom you had direct or indirect contact during the two (2) year period preceding your termination for the purpose of providing services, products or business that are substantially similar to the services, products or business which the company provides to the said customers/clients.

10. **Impairment of Company's Relationships** You further agree that during the term of your employment and for a period of two (2) years thereafter, you will not interfere with or attempt to impair the relationship between the company and any of its employees, nor will you attempt, directly or indirectly, to solicit, entice, or otherwise induce any other employee to terminate his/her association with the company. The term "solicit, entice or induce" includes, but is not limited to, the following: (a) initiating communications with an employee of the company relating to possible employment; (b) offering bonuses or additional compensation to encourage employees of the company to terminate their employment and accept employment with a competitor, supplier or customer of the company; (c) referring employees of the company to personnel or agents employed or engaged by competitors, suppliers or customers of the company; or (d) referring personnel or agents employed or engaged by competitors, suppliers or customers of the company to employees of the company.
11. **Governing Law** These terms and conditions shall be governed by and construed in accordance with the laws of India without giving effect to any conflict of law provisions governed by Indian law. The courts at Mumbai (India) shall have exclusive jurisdiction on all the disputes or matters arising out of or in connection with these terms and conditions.



12. **Specific Performance** In the event of any dispute concerning the rights or obligations under these terms and conditions, such rights or obligations shall be enforceable in equity by a decree/judgment/order of specific performance, or an order granting injunctive relief and may include a temporary restraining order restraining any threatened or further breach.
13. **Enforcement** You agree that if it becomes necessary for the company to enforce these terms and conditions through legal proceedings, the company shall be entitled to claim damages and recover its reasonable attorneys' fees and costs of such enforcement, in the event the company prevails in such proceedings.
14. **Non-Disclosure** - You acknowledge that during your employment with the company, confidential information will be disclosed to you and any unauthorized revelation, disclosure, dissemination etc. of such information to any individual or party or for use other than for the company's purposes could cause irreparable harm to the company. The confidential information of the company includes all trade secrets, private or secret information of the company including but not limited to business and financial information, business methods and practices, promotion strategies etc. You assume that during your employment or at any time afterward, either directly or indirectly, use on your own behalf or on behalf of any other person, reveal to any other person, and you shall use your best actions to avert the illegal revelation or publication of such information. You agree that you will not copy any confidential information nor take away the same from the company's premises, IT system, or any other place where the information is stored or shared with you without the written authorization. You recognize and acknowledge that a violation of this condition may result in your employment termination and/or the initiation of legal proceedings against you.
15. **Return of Property:** Upon cessation or termination of your employment with the company, you shall immediately return to the company all documents, assets or other property or material belonging to the company.
16. At Binding Minds LLP your privacy is important to us. By submitting your personal information, you have agreed and consented to Binding Minds LLP's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.
17. **Binding Minds LLP Rules:** You have a special responsibility as a member of Binding Minds LLP to follow, abide and always comply with Binding Minds LLP Business principles as in force from time to time.



Please send us a signed copy of the same as a token of acceptance. This offer lasts only for two days from the date of release. We welcome you to our organization and sincerely hope that your association with the company will be of mutual benefit satisfaction.

**Best Regards,**

A small, square, grey-toned image of a handwritten signature in black ink, which reads "Aastha Narang".

**Aastha Narang**  
**(Assistant Manager, HR)**  
**Binding Minds LLP**





## **ANNEXURE I**

Please carry the copies of the documents below on the date of Joining:

- 2 passport size-colored photographs
- Self-attested copies of two ID proofs (Aadhar Card/PAN Card/ Passport/Driving License/Voter ID Card)
- Self-Attested copies of Academic and Technical qualification.
- Resignation acceptance letter and Relieving letter if applicable.
- Last organization appointment letter if applicable.
- Cancelled Cheque



## ANNEXURE II

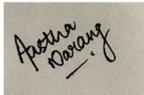
### Compensation Details

Annual Compensation: Gross CTC INR 4,87,200 Per Annum

S.No.	Particulars	Amount
1	Basic Pay	21000
2	HRA	9000
3	PF contribution by employee	1800
4	PF contribution by employer	1800
5	Cabs	4500
6	Meals	2500
	<b>Monthly CTC</b>	<b>40600</b>
	<b>Annual CTC</b>	<b>487200</b>

Payment of perquisites, allowances and reimbursements shall be subject to the provisions of Income Tax, as applicable.

**Best Regards,**



**Aastha Narang**  
**(Assistant Manager, HR)**  
**Binding Minds LLP**