



PROFICONLABS PRIVATE LIMITED

The 27, Plot No. 27/A, Jayabheri Enclave Phase 2, Gachibowli,
Rangareddi, Hyderabad, Telangana, India-500032

19th June 2025,

Offer of Employment

Dear Ganeasha Subramanian,

With reference to the discussions you had with us, we are pleased to offer you employment at our Hyderabad office. You would be designated as an “**Head of Sales**”. We require you to join on 5th August 2025 and the terms and conditions of your employment would be as follows.

Your Fixed Annual CTC at the time of joining will be **Rs.24,78,000/- (Rupees Twenty-Four Lakhs Seventy Eight Thousand only)** the details of which are enclosed in Annexure 1.

Your initial mode of work will be Work from Home until further notice.

While on transfer you will be governed by the rules, regulations, and conditions of service of that location.

A detailed appointment letter will be issued to you after your joining the company's duties.

If you fail to join on the above-mentioned date, the offer will automatically be cancelled.

As a token of acceptance of this offer letter, please reply by e-mail to hr@proficonlabs.com else this letter would stand void .

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

For ProficonLabs Private Limited

Authorized Signatory

Name: Gaurav Sharma



Designation: C.E.O

Jayabheri Enclave Phase 2, Gachibowli, Rangareddy, Hyderabad, Telangana



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Annexure I

All the entitlements given below are applicable after you joined ProficonLabs Pvt Ltd.

The entitlements are subject to Company policies/procedures/guidelines that may be issued/modified from time to time. All the perquisites and benefits including reimbursements are subject to Income Tax provisions which may be applicable, including taxation on perquisites value.

A. Compensation and Benefits

1. Effective on the date of your joining, you will be eligible for salary, allowances and other benefits as under:

COMPONENT	MONTHLY	ANNUAL
Basic	₹1,03,266.67	₹12,39,200.00
HRA	₹41,306.67	₹4,95,680.00
Special Allowance	₹61,960.00	₹7,43,520.00
A. GROSS PAY	₹2,06,533.33	₹24,78,400.00

Total Compensation Package: Your annual total compensation will be outlined in your salary annexure. This includes fixed gross salary, performance-based incentives, statutory benefits, and eligible reimbursements. The Company reserves the right to modify compensation structures in response to market, business, or legal changes.

Provident Fund: As per statutory requirements, the Company will deduct the applicable percentage from both employer and employee contributions toward the Provident Fund. This will be calculated based on eligible wage components

Emoluments and Related Terms

(a) The Company retains the right to revise the salary structure and compensation components at any time without prior notice. All salary components are subject to statutory deductions, including applicable taxes.

(b) Your remuneration package is confidential and should not be disclosed to anyone internally or externally.

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Performance Linked Variable Pay (PLVP)

After 6 months, you can join the PLVP scheme, which rewards performance. The yearly disbursement amount will be discussed, reviewed, and approved by management, then added to your salary.

Expense Reimbursements

You will be reimbursed for any business-related travel or expenses in accordance with Proficonlabs' Travel & Expense Policy. Claims must be submitted with valid original receipts and supporting documentation through the Company's reimbursement portal. Approved reimbursements will be processed alongside the monthly payroll cycle.

Probation Period

Your employment will commence with a probationary period of two (2) months. During this time, your suitability, performance, and conduct will be assessed. Based on a satisfactory evaluation, your employment will be confirmed, and performance-based salary revisions may follow.

Employee Stock Ownership Plan (ESOP)

You will be enrolled in Proficonlabs ESOP scheme, which includes a fixed monthly deduction of **INR 10,000** from your salary. This plan enables you to accumulate equity in the Company. Options will vest as per the policy schedule, contingent on continued employment. Full terms, including vesting schedules, lock-in periods, and exercise conditions, will be shared upon onboarding.

Employment Terms

Probation Period

Your employment will commence with a probationary period of two (2) months. During this period, your performance, conduct, and job fit will be assessed. Confirmation of employment will be based on satisfactory completion of the probation period.

Working Hours

Your standard working hours will be Monday to Saturday, 10:00 AM to 07:00 PM. You may be required to work in shifts or outside regular hours to meet project deliverables or client expectations.

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Leave

You will be entitled to 18 working days of Casual leave annually, accrued monthly. Leave policies and processes will be governed by the Company's leave management system

Background/Reference Verification

This offer is contingent on a satisfactory background check, to be conducted by an authorized third-party service provider.

Company Policies

Your employment will be governed by the current and future policies of the Company. All matters, including but not limited to working conditions, emoluments, and designation, will be at the Company's sole discretion.

Place of Reporting

You are required to report on **5th August 2025** at Hyderabad

Proficonlabs

The 27A ,JayaBheri Enclave Dlf Road,
Gachibowli, Hyderabad, Telangana 500032

Failure to report on the mentioned date will result in automatic withdrawal of this offer.

Documentation

Please present all required original documents and copies of qualifications, experience, and identification at the time of joining. Employment is contingent upon verification.

Salary Review

Salary will be reviewed as per the Company's policy and is subject to individual performance and business conditions

Policies Conduct

Company Policies

You will be bound by all Company policies, procedures, and guidelines currently in place and those introduced or revised in the future. These include but are not limited to policies on confidentiality, data privacy, working hours, ethics, and IT usage.

Confidentiality and IP Protection

You will be required to sign a Confidential Information and Intellectual Property Protection (CIIPP) agreement upon joining. You must maintain strict confidentiality concerning all Company and client information during and after your employment.

Outside Employment

Engaging in external employment, freelance projects, or any business activity while employed at Proficonlabs is strictly prohibited. Violation will result in disciplinary action, including potential termination.

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Minimum Commitment: We expect a minimum commitment of one (1) year of service from the date of joining. Early exit may result in review and recovery of any sign-on benefits, if applicable.

Section D: Acceptance

Please confirm your acceptance of this offer by signing and returning the attached duplicate copy of this letter no later than **28thth June 2025**. If not received by this date, the offer will stand automatically withdrawn.

We are confident that you will make a significant contribution to Proficonlabs and look forward to welcoming you aboard.

We welcome you to the Proficonlabs family and wish you a successful career with us.

For Proficonlabs Private Limited
Gaurav Sharma
Co-Founder



Your signature

Kindly sign on a copy of this letter as a mark of your acceptance and return back to **The Human Resources Department**
Jayabheri Enclave Phase 2, Gachibowli, Rangareddy, Hyderabad, Telangana

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