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MITCHELL MARTIN (INDIA) PVT. LTD.

Your talent, Our passion

(100% Subsidiary of Mitchell Martin Inc.)

Date: February 1st, 2021

Ref: MMIPL134

Relieving and Experience Certificate

Dear Jonnalagadda Haritha,

This is to certify that Jonnalagadda Haritha, was employed with Mitchell Martin (India) Pvt. Ltd from September 16th, 2019 to January 26th, 2021 and designated as "Sr Recruiter- US Staffing" at the time of leaving the company. You have been relieved from your duties with Mitchell Martin (India) Pvt. Ltd with full and final settlement.

Good luck in your future endeavors.

Best wishes,



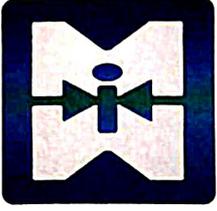
Vivek Gnaneshwer

Managing Director – India

Mitchell Martin (India) Pvt Ltd.

Corp. Office: India Corp. Office: 1-8-448, Laxmi Building 2nd floor, Begumpet,
Hyderabad 500003, Telangana, India. Phone: 91 40 40113031.

Regd. Office: 301, Madhava Apartments, Hill Colony, Khairtabad, Hyderabad - 500 004. Phone: 91 40 23327204



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Date: September 16th, 2019
Ref: MMITPL134

Name: Jonnalagadda Haritha
Address: Plot no -220, Vokshith hill view, Gajularamaram, Hyderabad. 5000055

SUB: APPOINTMENT LETTER

We are pleased to offer you a role as “Senior Recruiter- US Staffing” in our company from **September 16th, 2019**. The terms and conditions given below are only a few selected ones applicable to you and not a complete description of all the organizational policies and rules that are amended periodically.

Remuneration: Your annual compensation will be Rs.7,20,000 /- only (Seven Lakhs Twenty Thousand Only). The detailed CTC structure please refer to pay slip.

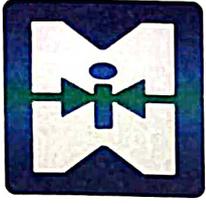
Probation Period: You will be on probation for a period of **3 months from the date of joining**. During the period of probation, your progress will be reviewed periodically. Revision of salary would be done upon successful completion of 12 months from the date of joining depending upon the nearest Appraisal Cycle of the organization.

Confirmation & Rules and Regulations: On successful completion of Probation, you will be confirmed in the service, consequently during probation your services will be governed by the Service Rules and Regulations which may be brought in force or amended from time to time, as applicable to all confirmed employees of the company.

Rules and Regulations: During Probation, your services will be governed by the Service Rules and Regulations which may be brought in force or amended from time to time, as applicable to all probationary employees of the company.

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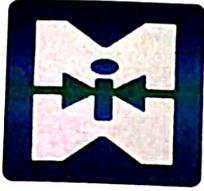
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Deduction of Taxes at Source: The Company has got the powers to deduct all the relevant taxes viz Income Tax, Professional Taxes and Provident Fund Contribution from the employee's salary and pay to their concerned accounts as per the prevailing rates/slabs.

Termination of Employment: The notice period required to be given before discontinuation of service is one-month negotiable, at the sole discretion of the company.

Leave policy: No paid vacation days until completion of probation. You will be entitled to 12 (Twelve) paid vacation days per year, all paid vacation days off should be prior approved by your reporting manager. You will be entitled to 6 (Six) paid floater days, which can be used as sick or personal days off. Paid vacation leaves without prior approval from manager will result in LOP (Loss of Pay) and loss of the paid leave day as well. You will be granted certain holidays in accordance with the Company's employee hand book.

Exit Formalities: The employee needs to submit a hard copy of the resignation letter to his/ her reporting head and it should be accepted before his/ her relieving. Resignation letter sent through email, fax, Text message are not accepted. All assets (laptop, mobile etc.) are to be submitted to the department head or any other person nominated by him. The employee needs to settle dues with all the departments and surrender all necessary documents. Full and final settlement will be done in the following pay cycle of the company in lieu of your last day of employment. The company shall deduct all the relevant income taxes, professional taxes and any other relevant taxes which it is liable to do as per statute before settling the account.

Competition Clause: Competitors are defined as organizations marketing their Intellectual property, products and solutions similar to, or in direct competition to products, services offered by Company. Partners include organizations that have collaborated with Company for various requirements and have signed a "no hire" clause with Company. In order to safeguard the Intellectual property at Company, resigned employees are required to agree not to contact or join any competitor or partner for a minimum period of one year from the last date of employment at Company.

General: During your association with the organization, you will employ yourself efficiently, honestly, faithfully and do the best of your ability and shall devote your whole time and attention to promote the interests of the company and generally carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the concerned superiors in the Company.

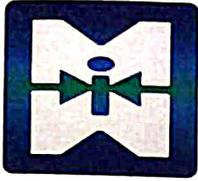
Place of Posting and Transfer: Place of posting is **Location**. During your employment with this company, you may be posted or transferred / attached to any other group Company of Company or to any of the offices / subsidiaries / units / associate offices of the company to any town or city in India or abroad, at the sole discretion of the Management. While working in another branch/ group Company on transfer / attached position, you shall be entitled to emoluments and perks as applicable in the transferred / attached Company and for all purposes you shall be deemed to be employed in the company transferred / attached.

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Misuse: You are not authorized to use company email id/ internet access for any personal or private communication/ purpose. Use of personal laptops, data cards, pen drives, CD's, DVD's in office premises is strictly prohibited and is liable for confiscation. Use of company stationary for personal purpose is strictly prohibited.

Moral Responsibility & Honesty: You are expected to deal with Company's money, material and documents with utmost honesty and professional ethics. Your service may be dispensed any time, without any prior notice if you are found guilty of gross indiscipline, fraud, and misappropriation or acting against the interests of the company.

Other Employments: During the period of your employment with the Company, you will not work directly or indirectly for any other person, firm, company or organization whether with or without remuneration nor will you engage yourself or be interested directly in any trade or business, either as employer or employee or partner or advisor or any other capacity.

Exams / courses: In case you intend to appear in some examinations or to attend some classes while working with Company, you are required to obtain prior written permission for the same giving full details including time frame involved. You will undertake that it will not affect your duties and responsibilities as assigned by the Company.

Invention & Discoveries: While employed with the company, you will promptly disclose to it and assign to it your interest in any invention, improvement or discovery made or conceived by you either alone or jointly with others, which arises out of any proceedings relating to such invention, improvement or discovery and in obtaining domestic and foreign patent or other protection covering the same.

Medical Fitness: You are required to maintain yourself in a state of medical / physical / mental fitness and ensure regular medical check-ups. Any neglect on your part in maintaining good health may render you medically unfit for the service. In such a case, your services are liable for termination, notwithstanding other conditions mentioned in the letter or otherwise.

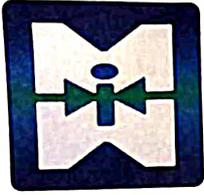
Secrecy: You will not give anyone, by word of mouth, writing, facsimile or any device or otherwise any particulars or details, which you acquire during the course of your employment or our working systems, technical know-how, security arrangements, administrative, and / or organization matters of our establishment and our clients, whether confidential, secret or otherwise either during your employment with Company or afterwards.

Please note that the terms and conditions of your service contract as stipulated here-to fore or to be intimated hereafter, are to be treated as strictly confidential and you are not to divulge its contents to any employee of the company / person connected with the company.

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While reporting for duty, kindly bring the following documents:

- Copies of all Degree Certificates
- Four Passport Size Photographs
- Original and copy of Passport & PAN Card
- Relieving letter from present/recent employer
- Latest salary certificate/ Bank statement of 3 months
- Address Proof

You are advised to read this letter carefully and if the terms and conditions are acceptable to you, please sign the duplicate copy as a token of you having understood and accepted the same.

For Mitchell Martin (India) Private Limited



Managing Director

(Vivek Gnaneshwer)

Accepted by:

Name:

Signature:

Date:

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