

Date: Jan 05, 2023
Offer No : QS2923524

NEERAJ PRASAD
GURGAON
GURGAON 442233
HARYANA

FIXED TERM EMPLOYMENT CONTRACT

Dear **NEERAJ PRASAD**

We are pleased to offer you employment at QUESS Corp Limited (hereinafter referred to as **QUESS or Company**) for a fixed period of employment as per the following terms::

DEPUTATION:

You are deputed to URBANCLAP TECHNOLOGIES INDIA PRIVATE LIMITED under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from JAN 06, 2023 be deputed by QUESS, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of india as and required by Quess for rendering the services under this contract

TENURE:

The term of your Contract shall be valid from JAN 06, 2023 to JUN 30, 2023.

COTERMINOUS:

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

LOCATION:

You are required to work at client's location at GURGAON.



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3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India
<http://www.quesscopy.com> | Toll Free No: 1800-572-3333

POSITION:

You are appointed as Admin Associate .

REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

EXTENSION:

Unless otherwise notified to you in writing this contract of employment would be valid JUN 30, 2023 from the date of you joining QUESS. This contract may be considered for an extension depending on QUESS's requirements. The extension of contract period would be considered on fresh terms as agreed between you and QUESS through a separate mutually executed contract of employment. QUESS shall inform you in writing of the extension requirements.

WORKING**HOURS**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at QUESS within the cut-off date as mutually agreed for pay-roll processing.

TERMINATION**&****SUSPENSION:**

1 The Company shall be entitled to forthwith terminate your services by issuing notice in writing without any remuneration upon the occurrence of any of the incidences mentioned below:

(a) You are charged of any crime or offence involving moral turpitude under Applicable Law in India;

(b) You are found negligent or unable to perform duties assigned to you in company's opinion; .

(c) You are found to be involved in an act of proven dishonesty, misappropriation, breach of trust or fraud .

2 At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.



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During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, QUESS or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. QUESS reserves all such right to withheld full or a portion of your salary during such suspension period.

PROBATION PERIOD

You shall be on probation for period of One (1) month (Probation Period). This period may be extended at the Company's discretion. On successful and satisfactory completion of the Probation Period you will receive the confirmation in writing subject to a satisfactory performance review on completion of Probation Period. You will be deemed to be on probation unless a letter of confirmation in writing is issued by the Company. You agree and acknowledge that nothing contained in this Agreement shall create any employer-employee relationship, association, partnership, joint venture or any other relationship between you and Client, and that you shall at all times remain the employee of Company for all purposes of this Agreement..

NOTICE PERIOD

Termination during Probation Period: The Company may, at its sole discretion, terminate your employment at any time during the Probation Period with giving 7 days' Notice Period.

Termination after Probation Period:

This contract of employment is terminable by either side, after giving an advance written notice of 15 days or by paying an amount equivalent to 15 days of employment, in lieu of notice ('Term'). The Company reserves the right to terminate your employment on any grounds whatsoever, including on grounds of misconduct or violation of the company's policies, hence company is not liable to clear any of the monetary or non-monetary values However due to breach of code of conduct, misbehavior or indiscipline etc, then in such cases, QUESS will have / reserve rights to terminate immediately without giving notice period

INDEMNITY:

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property..

CODE OF CONDUCT:

You shall not engage in any act subversive of discipline in the course of your duty/ies for the

Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

HOLIDAYS:

You will be entitled to paid holidays in a year as notified by the company from time to time.

ADDRESS FOR COMMUNICATION:

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

BACKGROUND VERIFICATION:

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated.

ABSENTEEISM:

You should be regular and punctual in your attendance. If you remain absent for 7 consecutive days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 7 consecutive days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly..

RULES AND REGULATIONS:

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

OTHER TERMS OF CONTRACT:

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of QUESS (as per Associate Manual). The combined rules and procedures as



contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

JURISDICTION:

Notwithstanding the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Gujarat at Ahmedabad and its subordinate Courts.

DEEMED CANCELLATION OF CONTRACT:

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

LEAVE POLICY:

- . PL- 12 Per Year (Maximum Carry Forward for Unused PL's is 7 to next year).
- . CL-7 Per Year.
- . SL-7 Per Year (Leaves taken for more than 2 days will require the employee to present medical certificate).
- . Maternity Leaves- As per Maternity Benefit Act (26 weeks Maternity Leaves in Total).

You shall report to work on JAN 06, 2023 at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 passport size photographs
7. PAN card
8. UAN Card



9. Aadhaar Card

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

For **QUESS Corp Limited**.

Tej Hans Raj Singh
Deputy CEO

I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same. I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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Compensation Sheet

Offer No: **QS2923524** Associate Name: **NEERAJ PRASAD**
 Designation: **Admin Associate** Location: **GURGAON**

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	21500	258000
House Rent Allowance	10750	129000
City Compensatory Allowance	9575	114900
Gross Salary	41825	501900

Employer's Contribution		
Employer Provident Fund	1950	23400
Employer Labour Welfare Fund	50	600
Insurance	340	4080
Total Contribution	2340	28080
Cost to Company: (CTC)	44165	529980

Deduction: (Subjected to change)		
Provident Fund	1800	21600
Labour Welfare Fund	25	300
Total Deduction	1825	21900
Net Take Home	40000	480000



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Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by sms to your registered mobile No.

For any issues in login to WorQ app, please email to help@quesscorp.com.

Please mention your

- Offer No :QS2923524
- Name :NEERAJ PRASAD
- Mobile No

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>



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