

August 03, 2022

Sani Kushwaha  
#H.No.131 Halipur Bharoo  
Kanpur U.P.- 209214 (India)  
Contact No: 8299110094

Dear Mr. Kushwaha,

This letter confirms your employment with Chetu India Pvt. Limited as a Software Engineer (.Net). Your full-time employment starting date will be August 04, 2022.

Your compensation will include a gross salary of Rs. 601,281 paid annually. During the initial six-month period, you will be on probation and will have the opportunity to join the company as a regular employee upon receiving a favorable grade during an appropriate performance review. The probation is a trial period during which your character and abilities will be tested to see whether you are suitable to work with the company.

You will also be eligible to receive other company benefits including 2 weeks paid vacation apart from Federal Holidays as listed in our Company Handbook.

In accepting this offer of employment, you agree that after you leave the company, you will not work directly, or indirectly, as an employee, sub-contractor, owner, co-owner of a business, or in any other form, for the company's client for whom you have provided services and that this restrictive covenant will be enforced for a period of twelve months after your employment with the company ends.

If you agree with the above terms, please sign below and return a signed copy of the letter to us within 2 working days. Please feel free to contact us with any questions and queries.

Congratulations and welcome aboard!

*Since 2000*

Best regards,

\_\_\_\_\_  
Atal Bansal  
Director  
+1 954 342 5676

Agreed to:

*Sani Kushwaha*

\_\_\_\_\_  
Sani Kushwaha

2022-08-03

\_\_\_\_\_  
Date

## Important Guidelines

### Annexure A:

#### Employee Obligation

We are glad you chose to join the young and dynamic Chetu team. We believe that an organization consists of a group of capable individuals who join hands to work towards a common goal. We welcome you to work for that goal. At Chetu, we are committed to the growth of the organization through the growth of the individual. We believe in our core values and our ideology which are reflected in each and every assignment we undertake. With our exceptionally brilliant group of team members, we are confident that we will succeed!

#### Termination/Notice Period

Your employment with the Company is subject to termination under the following terms:

Should you want to terminate the relationship professionally, you will be required to give a proper three-month notice period and work through the transition period. This period may be shorter upon mutual agreement between company management and you.

Should you leave the services or abscond from services without giving a proper three-month notice period and working through the transition period for any reason whatsoever, you shall be liable to indemnify the Company against the loss and damages it incurred due to your abandonment of work and against the expenses involved in your induction, orientation and training.

Notwithstanding anything contained herein, in case of absconding and/or leaving the services without the proper three-month notice, the Company shall, in its sole discretion, be authorized to recover a sum of Rs 500000 (Rupees Five Lakh Only) from you.

Should the company want to terminate the relationship for any reason that does not include lack of performance or violation of company policies, the company shall provide you a notice period.

For reasons that include lack of performance or violation of company policy, the company reserves the right to immediately terminate your employment.

#### Work Days / Working Hours

The working hours from Monday to Friday is 2:30 PM to 11:30 PM, the member will be required to work for at least 9 hours per day including a one-hour break. Additionally we work alternate Saturdays from 12:00 PM to 9:00 PM.

*Sani Kushwaha*

Signature

## Reimbursement Claims

Company provides the provision of ticket reimbursement for outstation employees. This policy is only applicable if the same has been agreed upon at the time of interview. Employee can claim for the reimbursement only after completing the probation period and after producing necessary documents which can prove the claim.

## Training and Commitment Duration

Upon your joining and throughout your tenure, the Company will be investing time, money and resources to enhance and upgrade your technical and non-technical skills. Such training shall be conducted through various activities including but not limited to those done by HR, skill enhancement teams, leadership and guidance teams, eSkill portals amongst other things. Such training may occur while you are at bench or while you are engaged in various billable or non-billable projects. In lieu, of such investment by the Company, you understand and agree that this offer is contingent upon you agreeing to authorize Chetu to recover a sum which is at least the greater of, Rs 2,00,000 (Rupees Two Lakh Only) or your six-month gross salary. Such sum shall be recoverable from you, in the event you resign (excluding your notice period), or your services are terminated by Chetu due to violation of company policy or unprofessionalism, within a period of 24 months from the date of you joining Chetu.



*Sauri Kushwaha*

Signature

## Office Culture and Etiquette:

- i. You are a mature professional and we expect you to carry that behavior when in the office.
- ii. We maintain a very positive, open and collaborative environment. We expect you to participate with that in mind.
- iii. Chetu takes pride in being one of the best places for you to grow professionally and in your career. More importantly, as you will see, we are an excellent platform for you to grow confidence and develop your personality. Use this opportunity to benefit you.
- iv. Let us respect others and treat them the way you would like to be treated.
- v. Let us keep our office clean and let us help each other, just like others will help you.
- vi. For the benefit of your colleagues, please set your mobile phone to silent mode when in the office. You would not like to disturb others with the ring-tone, just like you do not want others to disturb you.
- vii. To maintain the culture of professionalism, every Monday is a “dress-up” day. Our team comes dressed in formal attire – with all men wearing ties – so we all look (extra) sharp that day. We expect you to follow that policy. You are welcome to continue those looks throughout the week.
- viii. The sharper you look and the more you smile, the better your colleagues will appreciate it.
- ix. ...and don't forget to have fun. We try to follow the notion of “Work Hard. Play Hard.”
- x. On some logistical notes. Your HR team is there to help you at any time. Your participation in the first Induction Training is mandatory. Also, the HR team will help you in opening up a salary account. This usually happens after the induction training and gets activated within one week from processing.

*Sauri Kushwaha*

Signature

**Annexure B:**

Particulars	Annually (Rs)
Annual Earnings	480,000
Benefits Basket	101,112
Provident Fund (Employer)	14,400
Statutory Gratuity	5,769
<b>Annual Gross Salary</b>	<b>₹ 601,281</b>

**Please note: Chetu provides every 6 months performance appraisal.**

Benefits Basket			
Festival Bonus	Accidental Death & Disability Insurance	Family Insurance	Parents Insurance
Transportation	Skills Enhancement & Certification	House Rent	Food & Beverage



*Sauri Kushwaha*

Signature

### Dinner Facility:

The company provides you the services of a full-fledged cafeteria along with a subsidized dinner facility where the expense amount is also shared by the company promoting employee welfare. Dinner timing is 8:30pm to 9:30pm and the facility is provided from Monday through Friday.

### Cab Facility - Optional:

The company provides pick-up and drop-off cab facility to all interested members with a subsidized cost where the expense amount is also shared by the company promoting employee welfare. We also provide late-night cab facility to our team members who want to leave later at night due to some urgent and/or priority tasks. You will need to send an email to the Operations team as a prior intimation for availing the late-night cab facility. Without which you cannot avail the service. However, as a process, we appreciate everyone to leave on time.

### Annexure C:

List of Documents to be submitted (Within 3 working days)	
S. No	Particulars
01	Identity Proof (Only PAN Card and Passport will be accepted). (Please apply for it ASAP in case it is not ready.)
02	Address Proof (Aadhar Card Only)
03	10th Mark sheet (Xerox).
04	Highest Qualification Marksheet (Final Year Only).
05	Last Two Years Employment Proof (Exp. Letter/ Offer Letter/ Relieving Letter)
06	Resignation Mail / Relieving Letter from your Current Company.
07	Last month Salary slips.
08	Last 3 month Bank statement.
09	Saving Bank Account's Statement/Passbook Copy/ Cancelled Cheque(For EPF only)
10	Two Passport size Photographs.

By signing below, I hereby understand, agree, accept, confirm and acknowledge the aforementioned terms and condition of this offer letter.

We are happy to welcome you to our organization and look forward to a long and fruitful association.

*Sauri Kushwaha*

Signature

# Signature Certificate

Reference number: 4C5ZF-NXW6I-QRKZD-AOGMH

## Signer

## Timestamp

## Signature

### Sani Kushwaha

Email: sunnypr24@gmail.com

Sent:

03 Aug 2022 14:45:11 UTC

Viewed:

03 Aug 2022 14:48:31 UTC

Signed:

03 Aug 2022 14:49:37 UTC



### Recipient Verification:

✓Email verified

03 Aug 2022 14:48:31 UTC

IP address: 47.9.89.255

Location: Lucknow, India

Document completed by all parties on:

03 Aug 2022 14:49:37 UTC

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