



8th May 2017

To
Ms. Mathumitha C.S
13B/1
Kalandar Street
Kanchipuram - 631 502
Mobile: 9566422344

Dear Mathumitha C.S,

We are pleased to appoint you in our Company on the following Employment Terms and Conditions

1. DESIGNATION / JOINING DATE

"You have been designated as "Trainer & Product Specialist" in our company and as agreed you will be joining immediately. Your Employee grade for the year 2017-18 is Grade E3.

2. LOCATION

Your current place of posting is at Puttur subject to change with prior intimation.

3. SALARY

You shall be paid a total all-inclusive (cost to the company) salary package of Rs 28000/- (Rupees Twenty Eight Thousand only) per month as per Annexure 'A', subject to statutory deduction as applicable under the laws framed by the Government, Semi Government or any other Government body.

4. PROBATION

You will be on probation for a period of 6 months from the date of joining. Your services will be confirmed on successful completion of the probation period and you will be entitled to avail the benefits of leave, incentive, Bonus etc. on confirmation.

5. PROVIDENT FUND

You will be entitled to the benefit of the scheme as per the rules of the Provident Fund.



6. GRATUITY

You will be entitled to the benefit of the scheme as per the provisions of Gratuity Act passed by the Government of India.

7. TRANSFER

You are liable to be transferred to any part of India or abroad or any place of business of the Company whether existing or acquired later in any part of India or abroad or any time. You are also liable to be deputed to work in and/or assigned the work of the sister concerns and/or subsidiaries or any other company/ organization as per the arrangement and/or agreement with the company has and/or may have with such other companies/ organizations without any extra compensation.

8. BUSINESS TRAVEL

You shall be liable to travel from time and time to any place/ location as the Company may direct, arising out of a business requirement. The Company shall pay for all business related travel expenses subject to the Business Travel Policy that may exist or may be established from time to time.

9. CONDUCT

You are expected to devote your time, energy and best efforts to the business affairs of the Company. You are to work under the supervision and control of such person/s as may be directed by the company from time to time. You are expected to keep the same work schedule as the Company and comply with Company Policies and Procedures, which exist or may be established from time to time.

10. FULL TIME SERVICE

You shall be required to devote your efforts fully to your duties in the Company and you shall not during the continuance of your employment apply/accept employment (part-time, honorary or otherwise) with any other Company or Person nor do any private business or accept any professional assignment without obtaining written permission from the Company, failing which, the company may terminate your services with forfeiture of the right to notice or salary in lieu thereof.

11. INVENTIONS

If in the course of employment, you originate or help to originate any works, scientific, literary, artistic or otherwise created and/or adapted by you for and during the course of employment, the right in that invention, design, copyright, mark or work shall exclusively belong to and vests in the Company.

12. SECRECY & CONFIDENTIALITY

In the course of your employment, you may become acquainted with confidential information or proprietary intellectual processes or properties. You shall not during the period of your employment with the Company or at any time thereafter, divulge nor use any information acquired by you as a consequence of your employment with the Company, relating to the Company's business operations, products or processes, its sisters concerns/ subsidiary companies or any of its clients, to any other person, firm or Company.

13. NON- COMPETE OBLIGATION

You shall not, directly or indirectly in any geographic area or market where the Company or any of the sister concerns or subsidiaries are conducting any business until one year from the date of termination of your services with the Company.

- a) Render advice or services to, or otherwise assist, any other person, association, or entity who is engaged, directly or indirectly, in any business competitive with the business conducted by the Company;
- b) Induce any employee of the Company or any of the sister concerns/associates to terminate his or her engagement/employment with Company or the sister concerns/ subsidiaries, and
or
- c) Hire or assist in the hiring of any employees by any person, association or entity not affiliated with the Company.

14. DISCIPLINE & DISMISSAL

You shall not initiate or undertake any act against the Company Rules and Regulations that exist or may be established and or against the Employment Terms and Conditions that exist and those that may come into force from time to time. Notwithstanding anything contained above, any breach of conduct including but not limited to insubordination, insolence, gross neglect of duty, dishonesty, embezzlement, accepting any bribes, commission or discounts etc. from any outsider; placing personal consideration of any nature above the Company's interest or any kind of misconduct on your part, may entail instant dismissal with forfeiture of the right

to notice or salary in lieu thereof. In the event of such dismissal, you shall be entitled only to your dues up to and including the date of dismissal.

15. TERMINATION

- 15.1 Your employment shall be terminable by giving ONE Month's notice in writing or one month's salary in lieu thereof by either side. You shall not be allowed to adjust your privilege leave against the notice period.
- 15.2 In the event of a Termination, you shall be entitled only to receive your dues up to the date of which your service is terminated and you shall not be entitled to any sum as compensation or otherwise in respect of the Termination. You shall deliver to the Company all company documents & records, company property and assets as may be in your possession before your last working day in service. You shall not attempt to make or retain copies by any means whatsoever of any data, information, know-how or records of the company.

16. JURISDICTION

Any dispute arising out of the employment or Terms & Conditions of service shall be subject to the jurisdiction of a competent court in Chennai.

17. RETIREMENT

You shall retire from the services of the Company on attaining the age of 65 or earlier, if found medically unfit for the job assigned to you at the sole discretion of the Company. The date of birth as submitted by you at the time of joining the services of the Company will be treated as binding and final. The Company may at its sole discretion extend the Terms & Conditions of employment beyond the age of retirement.

18. LEAVE POLICY

As per rules applicable to other staff members.

19. GENERAL

- a. Performance Appraisal shall be done once every year. You shall fully Co-operate with the Management in appraisal and evaluation schemes whenever required.
- b. You shall notify the Company any change in your present or permanent residential address and the telephone numbers within seven days of the change.

KARADI PATH

- c. At the time of joining, you shall submit copies of your academic Certificates, last pay slip, proof of date of birth, photographs and relieving letter from your previous employer.
- d. You shall not use the Company's computers, software, equipment, and Internet, e-mail and telecommunications facilities for any purpose other than the business of the Company.
- e. Your appointment is made on the basis of your having furnished to the Company correct information and documents. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to terminate your employment with forfeiture of the right to notice or salary in lieu thereof.
- f. You will be responsible for the safekeeping and return in good condition all of Company's property, which may be in your possession, custody or charge.
- g. Employee will abide by all staff rules, regulations, code of conduct and policies in addition to those mentioned above, which are in force for time being or may be framed from time to time.

20. ALTERATION

The above Employment Terms and Conditions may be modified by the Company from time to time in writing and such variations shall be binding on the employee.

We trust the employment shall prove mutually beneficial and wish you all the best. The letter is issued in duplicate. Please return one copy duly signed within 24 hours of receipt of this letter as acceptance of the above Employment Terms & Conditions.

Thanking you
Yours faithfully
For Karadi Path Education Company Private Limited.

Director / Authorised Signatory

I accept the above
Employment Terms & Conditions