



June 18, 2021

Sibia Sarah Jacob
Kuttiyil, JNPRA 115
Kudappanakunnu P O
Trivandrum - 695043

Offer Letter

Dear **Sibia**,

Subsequent to the interview and discussion you had with us, we are pleased to engage your services as an **Intern, Human Resources** on **Contract Basis**. It is expressly clarified that there is no contract of employment between you and the company and you will not be entitled to any other benefits as applicable to our employees.

Detailed terms of this contract is listed under:

1. **Retainer Fees**

The monthly consolidated retainer fee is fixed at **INR 15,000 (Fifteen Thousand Rupees Only)**. The retainer fees paid to you will be subject to deduction of tax at source as per existing tax laws. You will be reimbursed all reasonable expenses actually and properly incurred by you in the performance of your duties. For all such expenses, you will furnish vouchers as and when required.

2. **Reporting To**

You will be given assignments from time to time by Atul Sudhir, Manager, Human Resources during the period of contract.

3. **Assignment Period**

This assignment shall be for a period of Six months, beginning **23 June 2021, Wednesday**, which could be extended further depending upon your performance and requirements.

4. **Work Venue**

You will be working from home until we reopen offices post pandemic. Your base location would be QBurst Technologies, Ganga Building, Phase III Technopark, Kazhakootam P.O, Trivandrum - 695583.

5. **Working Hours**

You will be required to work from 8.30 am to 5.30 pm (Monday to Friday). You may also be required to work extra hours during urgent requirements.

6. **Other Assignments / Employment**

You will not undertake any other assignment or employment during the working hours assigned to you.



7. Acceptance of Gratification

You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.

8. Confidentiality

You will be required to maintain utmost secrecy in respect of project documents. You will not, at any time, without the prior written consent of the company, disclose or divulge or make public, except under legal obligations, any information regarding the company affairs, its clientele, products, services, systems, methodology, administration or research carried out whether the same may be confided to you or become known to you, in the course of your services or otherwise.

9. Proprietary Rights of the Company

You will be responsible for safekeeping and return in good condition and order, of all Company property, which may be in your use, custody or charge. All software, systems, methods, products etc. developed by you during the course of your assignment with the company, shall always be communicated to the company. This will be, and remain, the sole right / property of the company and you shall not have any right of any kind against the same.

10. Termination

This contract arrangement can be terminated from our side with one months notice or one months fees in lieu thereof, even during the course of the assignment as indicated in paragraph 2 above. However, in case of breach in terms of conditions/conduct performance, you will be terminated with immediate effect This arrangement can be terminated from your side by giving one month's notice.

11. Surrendering of Records on Termination

On termination of the contract, whether due to efflux of time or pursuant to No. 10 above, and before you are relieved, you will immediately surrender to the Company, all correspondence, specification, formulae, books, documents, drawings, records, assets, etc. belonging to the Company or relating to its business and make or retain any copies of these items.

12. Medical Fitness and Correctness of Information

Your contract of assignment and its continuance, is subject to your being found and remaining medically fit. Further, it is also made on the understanding that, the information furnished by you in your application, is correct, true and complete. Your appointment as **Intern, Human Resources** may be withdrawn before, or even after, you commence work if it is established that the information so furnished is false or has been suppressed.

You are required to submit the soft copies of following documents prior to your joining and bring the original documents at the date of joining for verification purposes: If the terms and conditions stipulated herein are acceptable to you, please return the duplicate copy of this letter, duly signed, in token of your acceptance of the same. In the event of your not giving your acceptance, or your failure to report on the stipulated date, the offer shall be automatically treated as cancelled. We welcome you to the QBurst family and look forward to a fruitful association with you. With best wishes,

1. Relieving letter and experience certificate from your present and previous employers, if any
2. Last drawn salary slip and salary certificate
3. Copies of certificates proving education qualifications
4. Address proof
5. Passport size photograph
6. Passport and pan card
7. Aadhar Card



You will need to produce all original documents for verification on the date of joining.

If the terms and conditions stipulated herein are acceptable to you, please return the duplicate copy of this letter, duly signed, in token of your acceptance of the same. In the event of your not giving your acceptance, or your failure to report on the stipulated date, the offer shall be automatically treated as cancelled.

We welcome you to the QBurst family and look forward to a fruitful association with you.

With best wishes,

Sincerely,
For QBurst Technologies Pvt. Ltd.,

Ansar Shihabudeen

Director

 QBurst

Acceptance

Name _____

Date _____

Signature
