



OFFER CUM APPOINTMENT LETTER

Rashi Kesarwani
6, Jai Narain Road, Hussain Ganj
Lucknow
226001
IN

Dear Rashi,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055, Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **CS Team Manager** at India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Aug-2020**.

2. Duties

- 2.1 You will be employed in the position of **CS Team Manager**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

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REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055, Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
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- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.

4. Place of Work

Your "Primary Work Location" will be your home address mentioned above, or such other home address as Amazon may approve from time to time, and the provisions of the Telecommuting Policy shall be applicable to the same. While you will primarily be working from such an approved home location, you may be required to travel to any of Amazon India's or its affiliate's facilities based on business requirements. You would also be required to inform Amazon India whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you

from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.650,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.
- 5.4 You will also receive a sign-on bonus of Rs.275,000 for the first year and Rs.250,000 for the second year, which will be paid in twelve monthly instalments, starting at the end of your first month of employment, subject to your continued employment with the Company. The said bonus amount will be payable in accordance with the Company's standard payroll practice and subject to withholding applicable taxes. If your employment with the Company is terminated for any reason during your first two years of employment, the said monthly payments will cease after the date of termination and you will not be entitled to any further payments.

6. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not

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such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with

the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company

prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

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- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the

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business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other Intellectual property right.

10. Non-Solicitation

10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

13. Termination of Employment

13.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

13.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

13.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination

obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

15. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

16. New Hire Background Investigation

- 16.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.
- 16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.
- 16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.
- 16.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

17. Foreign Nationals

- 17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

18. Representations and Warranties

You hereby represent and warrant to the Company that:

- 18.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 18.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 18.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 18.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 18.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

18.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19. Other Particulars

19.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

19.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer



You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 8, 9, 11, 13, 20, 21, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:ALPANA SEN
Date: 2020.08.20 11:42:57 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



OFFER CUM APPOINTMENT LETTER

Shirvari Gupta
C9/12 Chetganj, Habibpura, Near Shiv Mandir
Varanasi
221001
IN

Dear Shirvari,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **CS Team Manager at Vcc - West Bengal**India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

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- 2.1 You will be employed in the position of **CS Team Manager**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

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- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.

4. Place of Work

Your "Primary Work Location" will be your home address mentioned above, or such other home address as Amazon may approve from time to time, and the provisions of the VCS Telecommuting Policy shall be applicable to the same. While you will primarily be working from such an approved home location, you may be required to travel to any of Amazon India's or its affiliate's facilities based on business requirements. You would also be required to inform Amazon India whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you

from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs.650,000 per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.
- 5.4 You will also receive a sign-on bonus of Rs.275,000 for the first year and Rs.250,000 for the second year, which will be paid in twelve monthly instalments, starting at the end of your first month of employment, subject to your continued employment with the Company. The said bonus amount will be payable in accordance with the Company's standard payroll practice and subject to withholding applicable taxes. If your employment with the Company is terminated for any reason during your first two years of employment, the said monthly payments will cease after the date of termination and you will not be entitled to any further payments.

6. Provident Fund

Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not

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India

such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with

the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company

prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

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- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the

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business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

11.1 You authorize Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

11.2 You further authorize the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorized to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

13. Termination of Employment

13.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

13.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

13.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination

obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

15. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

16. New Hire Background Investigation

16.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

16.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

17. Foreign Nationals

- 17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

18. Representations and Warranties

You hereby represent and warrant to the Company that:

- 18.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 18.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 18.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 18.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 18.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

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18.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19. Other Particulars

19.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

19.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer



You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 8, 9, 11, 13, 20, 21, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:ALPANA SEN
Date: 2020.08.18 16:12:26 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



OFFER CUM APPOINTMENT LETTER

Yatin Sharma
M.M.B. 2/16, Belligarad, Sector P, Aliganj
Lucknow
226024
IN

Dear Yatin,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for the position of **CS Team Manager** at India.

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **10 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your employment with Amazon India will commence on **31-Aug-2020**.

2. Duties

- 2.1 You will be employed in the position of **CS Team Manager**. Your manager will advise you about your job responsibilities after your joining with us. You will be expected to do your job to the best of your ability at all times as per the job responsibilities advised by your manager at the time of joining or as amended from time to time, as well as such other tasks as may be required by Amazon India.

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- 2.2 You will be required to comply with Amazon India's rules, regulations and policies from time to time in force, including, without limitation, those policies set out in Amazon India's Policies and Procedures, as communicated to you. Amazon India reserves the right to change Amazon India's Policies and Procedures from time to time at its sole discretion and you shall be bound by the same.
- 2.3 You acknowledge that during the course of your employment, as the business of Amazon India changes, it may be necessary to rotate you in other departments / units. Amazon India therefore reserves the right to change your role and responsibilities from time to time at its sole discretion and without assigning any reason, it being understood that you will not be assigned responsibilities which you cannot reasonably perform.
- 2.4 Unless specified in writing, you shall not be authorised to enter into any contractual obligations on behalf of Amazon India or its affiliates including creating a lien (statutory or other), security interest, mortgage, pledge, assignment, encumbrance, chattel or conditional sale or other title retention agreement or any other financial obligations or otherwise on behalf of Amazon India or its affiliates.

3. Hours of Work

The normal business hours of work which will apply to you will be advised on commencement of employment. You may be required to work in shifts for different workhours or workdays during the week depending on the business or team that you may be working for. You will be advised by your manager or department about such requirements at the time of joining and thereafter, from time to time, as required. Certain business teams also operate on 24x7 basis and hence may have rotational shifts or related requirements for their respective team members. Please refer to Amazon's Policies and Procedures for further details.

4. Place of Work

Your "Primary Work Location" will be your home address mentioned above, or such other home address as Amazon may approve from time to time, and the provisions of the Telecommuting Policy shall be applicable to the same. While you will primarily be working from such an approved home location, you may be required to travel to any of Amazon India's or its affiliate's facilities based on business requirements. You would also be required to inform Amazon India whenever there is a change in the address aforementioned and the Company reserves the right to either accept or reject such a change.

Moreover, you should be aware that the Company and/or its affiliates have offices throughout the world and because of the nature of your duties, the Company has the right to transfer you

from one place to another or from one section to another or from one unit to any other unit of the Company, its parent company or to any of its sister concerns, which are either existing or may be set up in future. The decision of the Company in this regard shall be final and binding on you.

5. Remuneration

- 5.1 Your Annual Base Pay will be Rs. **650,000** per annum made payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise. Your Base Pay is inclusive of both the employer's and the employee's provident fund contributions. Your Base Pay will be reviewed in accordance with internal performance review systems, details of which are set out in Amazon India's Policies and Procedures. If your hire date is on or before the first Monday in October of the current year, you will be eligible for a performance assessment and salary adjustment in the next calendar year. Ordinarily, this process occurs in the month of April each year.
- 5.2 Amazon India has the right to deduct from your pay/salary any sums which you may owe Amazon India, including without limitation, any over-payments or loans made to you by Amazon India or any demand raised by any judicial or quasi-judicial authority for your acts or omissions and / or losses suffered by Amazon India as a result of your negligence or breach of the terms contained in this Offer cum Appointment Letter/Amazon India's Policies, or your failure to return Amazon India's property.
- 5.3 You will be reimbursed for any reasonable expenses incurred by you in the course of the performance of your duties on behalf of Amazon India, subject to your compliance with the Expenses Policy contained in Amazon India's Policies and Procedures.
- 5.4 You will also receive a sign-on bonus of Rs. **275,000** for the first year and Rs. **250,000** for the second year, which will be paid in twelve monthly instalments, starting at the end of your first month of employment, subject to your continued employment with the Company. The said bonus amount will be payable in accordance with the Company's standard payroll practice and subject to withholding applicable taxes. If your employment with the Company is terminated for any reason during your first two years of employment, the said monthly payments will cease after the date of termination and you will not be entitled to any further payments.

6. Provident Fund



Amazon India will contribute to a Provident Fund as and when required by the Employees' Provident Fund and Miscellaneous Provision Act, 1952, and as further described in Amazon India's Policies and Procedures.

7. Leave

Amazon India will grant you leave as provided in Amazon India's Policies and Procedures. All leave scheduling and organisation will be arranged to ensure smooth business operation; your manager's approval is required prior to your scheduling or changing any leave.

8. Confidential Information and Confidentiality Obligations

8.1 "Confidential Information" means and includes any information that relates to the business of the Company that is not generally available to the public. Without limiting the foregoing, Confidential Information includes:

- (1) the identity of, contractual terms with, and any information relating to, the Company's business partners, customers, services clients, sellers, agents, employees, contractors, investors, joint ventures, vendors, or suppliers and the terms on which the Company does business with each such entity, or generally;
- (2) computer code (including source code and object code) or software developed, modified, or used by the Company;
- (3) data of any sort compiled by the Company, including, but not limited to, data relating to products and services, advertising and marketing, and existing or prospective customers, clients, vendors, or business partners;
- (4) algorithms, procedures or techniques, or the essential ideas and principles underlying such algorithms, procedures or techniques, developed by, or whose workings are otherwise known to, the Company (but excluding any public domain algorithms, procedures, or techniques), whether or not such algorithms, procedures or techniques are embodied in a computer program, including, but not limited to, techniques for identifying prospective customers, communicating effectively with prospective or current customers, reducing operating costs, or increasing system reliability;
- (5) the fact that the Company uses, has used, or has evaluated for potential use any particular database, source of data, algorithm, procedure or technique, or the essential ideas and principles underlying such algorithm, procedure or technique, developed or supplied by a party other than the Company (including any algorithms, procedures or techniques in the public domain), whether or not

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such algorithms, procedures or techniques are embodied in a computer program;

- (6) pricing or marketing strategies developed, investigated, acquired (from a third party or otherwise), evaluated, modified, tested or employed by the Company, or any information related to, or that might reasonably be expected to lead to, the development of such strategies;
- (7) information about the Company's future plans, including, but not limited to, plans for expanding into new products, geographical areas, market segments, or services;
- (8) any information that would typically be included in the Company's financial statements, including, but not limited to, the amount of the Company's assets, liabilities, net worth, revenues, expenses, or net income;
- (9) the following information which shall hereinafter be referred to as the "Disclosure Information":
 - (a) any and all algorithms, procedures or techniques related to the Company's business activities or to your work with the Company, and the essential ideas and principles underlying such algorithms, procedures or techniques, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, whether or not such algorithms, procedures or techniques are embodied in a computer program;
 - (b) any and all pricing or marketing strategies, the essential ideas and principles on which such strategies are based, and any information that might reasonably be expected to lead to the development of such strategies, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company;
 - (c) information relating to any and all products and services, and the essential ideas and principles underlying any and all products and services, conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with

the Company, whether or not such products or services are marketed, sold, or provided by the Company; and

- (d) any other ideas or information conceived, originated, adapted, discovered, developed, acquired by the Company (from a third party or otherwise), evaluated, tested, or applied by you during the course of your employment with the Company, if the idea or information could reasonably be expected to prove useful or valuable to the Company;
- (10) any other information gained in the course of your employment with the Company that could reasonably be expected to prove deleterious to the Company if disclosed to third parties, including without limitation, any information that could reasonably be expected to aid a competitor or potential competitor of the Company in competing more effectively with the Company;
- (11) any information received by the Company from third parties, whether or not under obligation of confidentiality;
- (12) any information derived from any of the above, including any intellectual property rights attached thereto; and
- (13) any copies of the above mentioned information.

8.2 Confidentiality Obligations:

- (1) You acknowledge that you have acquired and/or will acquire Confidential Information during the course of, or incident to, your employment with the Company, and that the ability of the Company to continue in business could be seriously jeopardized if such Confidential Information were to be used by you or by other persons or firms to compete with the Company. Accordingly, you agree that you shall not, directly or indirectly, at any time, during the term of your employment with the Company or at any time thereafter, and without regard to when or for what reason, if any, such employment shall terminate, use or cause to be used any Confidential Information in connection with any activity or business except the business of the Company, and shall not disclose or cause to be disclosed any Confidential Information to any individual, partnership, corporation, or other entity unless such disclosure has been specifically authorized in writing by the Company, or except as may be required by any applicable law or by order of a court of competent jurisdiction, or any regulatory or governmental body. Further, you agree that you will give the Company

prompt notice of any such order/direction of a court/ regulatory or governmental body so that the Company may seek relief by way of a protective order or other appropriate remedy, and further will provide any assistance which the Company may reasonably require in order to secure such order or such remedy (with your expenses reasonably incurred in providing such assistance to be reimbursed by the Company). In the event such protective order or other remedy is not obtained, you shall furnish only that portion of the Confidential Information which is legally required by the governmental entity or regulatory authority; and will use reasonable efforts to obtain confidential treatment for any Confidential Information so disclosed.

- (2) During the course of your employment with the Company and at the date of termination thereof (hereinafter the "Date of Termination"), you shall promptly disclose and deliver over to the Company, without additional compensation, in writing, or in such form and manner as the Company may reasonably require, the Disclosure Information defined in Section 9.1(9) hereinabove, to the extent that such disclosure could reasonably be expected to be of interest to the Company.
- (3) Nothing in this Offer cum Appointment Letter shall be deemed to dilute or waive any rights related to the protection of trade secrets that the Company may have under common law or any applicable statutes.

9. Intellectual Property Rights

9.1 All patents, copyrights, trade secrets, trade/commercial names, proprietary rights, logos, slogans and all other intellectual property rights developed by or for the Company by any person, including but not limited to intellectual property rights relating to any and/or all of the Confidential Information, ("Intellectual Property Rights") shall be owned by the Company. For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged, you hereby agree to irrevocably, perpetually and unconditionally sell, assign, transfer and convey to the Company and its successors your entire right, title and interest in the Confidential Information and/or Intellectual Property Rights and any improvements thereto throughout the world, including, without limitation:

- (1) all patents, copyrights, trade secrets, trade/commercial names, logos, other proprietary rights and all other intellectual property rights in the Confidential Information and all rights to secure registrations, renewals and extensions of the same;

 | Development Centre
India

- (2) all rights to make, have made, use, practice, import, export and otherwise fully exploit the Confidential Information and any and all improvements that the Employee or Company may hereafter make or develop;
- (3) all rights to file and prosecute applications for patent, copyright and all other intellectual property protection covering the Confidential Information and improvements thereon, and the processes and designs embodied therein, in India, the United States and in every other country and jurisdiction throughout the world;
- (4) all rights under any patent, copyright and all other intellectual property which may be issued on the Confidential Information or the improvements thereon, and any processes and designs therein, and all rights to enjoy the same; and
- (5) all documents, notes, notebooks, drawings, schematics, prototypes, magnetically encoded media, electronically stored information, or other materials related to the Confidential Information.

9.2 During the period of your employment with the Company and as may be reasonably necessary subsequent to your employment, you agree to cooperate with the Company as may be necessary to obtain patent, copyright and all other intellectual property protection for the Intellectual Property Rights and improvements thereto throughout the world and agree to do such further acts and execute and deliver to the Company such instruments as may be required to perfect, register or enforce the Company's ownership of the rights assigned, transferred or conveyed. If such cooperation is required after the Date of Termination, the Company shall compensate you at a reasonable rate for the time and related expenses actually spent by you at the Company's request. If you fail or refuse to execute any such instruments, you hereby appoint the Company as your attorney-in-fact to act on your behalf and to execute such instruments. This appointment shall be irrevocable and deemed to be a power coupled with an interest.

9.3 For the purposes of the assignment, transfer or conveyance referred to hereinabove, you acknowledge and covenant that your employment with the Company and the benefits received thereunder shall be treated as good and valuable consideration and that you are not entitled to any further consideration in any form or manner whatsoever in relation thereto.

9.4 Notwithstanding any other provision hereof to the contrary, this Offer cum Appointment Letter does not obligate you to assign or offer to assign to the Company any of your rights in an invention for which no equipment, supplies, facilities, Intellectual Property Rights, Confidential Information or trade secret information of the Company was used and which was developed entirely on your own time, unless (a) the invention relates (i) directly to the

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business of the Company, or (ii) to the Company's actual or demonstrably anticipated research or development, or (b) the invention results from or is related to, any work performed by you for the Company.

9.5 No Grant of Rights.

You agree that all rights, title and interest in the Intellectual Property Rights and Confidential Information shall be owned exclusively by the Company. Nothing herein contained shall be construed as a grant by implication, estoppel or otherwise, of a license of any kind by either you to the Company, or by the Company to you, for example, to make, have made, use or sell any product using the Intellectual Property Rights, Confidential Information, or as a license under any patent, patent application, utility model, copyright, mask work right, or any other intellectual property right.

10. Non-Solicitation

10.1 During your employment with the Company and for a period of 12 months from the date of termination thereof, you shall not solicit or cause or authorize, directly or indirectly, to be solicited for any competitive business, for or on behalf of any person or customer, or otherwise take any action that might divert the business or patronage of any customer from the Company, or otherwise damage or alienate the relationship between the Company and any customer, vendor or supplier; and

10.2 During your employment with the Company and for a period of 12 months thereafter, you shall not solicit or attempt to influence any person employed or engaged by the Company (whether as an employee, consultant, advisor or in any other manner) to terminate or otherwise cease such employment or engagement with the Company or become the employee of, or directly or indirectly offer services in any form or manner to, yourself or any person or entity which is a competitor of the Company.

11. Employee Data Protection

11.1 You authorise Amazon India to collect, process and transfer all personal employee-related information obtained by Amazon India for the purpose of proactively managing the employment relationship.

11.2 You further authorise the transfer to, and storage of, your personal information in the worldwide employee database currently located in Seattle, Washington, U.S.A. (or such other location as Amazon India determines from time to time). Human Resources and selected management throughout the Amazon group worldwide will be authorised to access this database.

12. Exclusivity of Services

During your employment, you will be required to devote your full time, attention and abilities to your job duties during working hours, and to act in the best interests of Amazon India at all times. You shall not, without the written consent of Amazon India, be in any way directly or indirectly engaged or concerned in any other business or undertaking .

13. Termination of Employment

13.1 Your employment may be terminated by either party by giving one month's written notice (exclusive of any leaves availed during the said period) or payment of one month salary in lieu of such notice period to the other party. Amazon India holds the right to accept or deny payment in lieu of the said one month notice.

13.2 Amazon India reserves the right to terminate your employment forthwith "for cause" without advance notice and without payment of severance, in the event you:

- (i) have been found guilty of any misconduct or indiscipline after due enquiry by Amazon India;
- (ii) have violated or are in breach of any of the terms of this Offer cum Appointment Letter or Amazon India's Policies and Procedures;
- (iii) have been grossly negligent, or have neglected your duties, or have underperformed your duties, or have performed your duties in a manner unacceptable to Amazon India;
- (iv) have suppressed any information or submitted false information with the view to obtain employment in Amazon India;
- (v) are convicted for any offence under any law for the time being in force in any jurisdiction;
- (vi) commit any act detrimental to the interest of Amazon India;
- (vii) abstain from work for seven consecutive days without informing Amazon India;

13.3 On the termination of your employment for any reason whatsoever, you will return to Amazon India, without delay, all assets belonging to Amazon India, correspondence, records, specifications, models, notes, formulations, lists, papers, reports and other documents and all copies thereof and other property belonging to Amazon India or relating to its business affairs or dealing, including any Confidential Information and Intellectual Property Rights, which are in your possession or under your control. At Amazon India's option, you agree to provide a written certification of your compliance with this Section. Further, you agree to sign a termination certificate in accordance with Amazon India's Policies and Procedures, which will reaffirm your compliance of your post-termination

obligations, including return of Amazon India's property/properties and releasing Amazon India from all claims, liabilities and obligations. Where Amazon has made any excess payment to you as part of your relieving formalities, whether or not such excess payment is termed "Full and Final Settlement", you shall be obligated and liable to repay such excess amount forthwith upon being notified by Amazon.

14. Gratuity

Gratuity will be paid as and when required by the Payment of Gratuity Act, 1972 and as further described in Amazon India's Policies and Procedures.

15. Employee Benefits

You will be eligible to receive employee benefits as may be provided by Amazon India in Amazon India's Policies and Procedures. These are subject to change with or without prior notice for both existing and prospective employees. Revised policy will supersede any previous policy which would have been applicable and would have been communicated as part of offer letter.

16. New Hire Background Investigation

16.1 It is Amazon India's policy to investigate all its new hires. Your employment is conditional upon the information contained in your application form and/or curriculum vitae being true and accurate, including (but not limited to) your educational and professional qualifications, the documents furnished by you being genuine, and upon reference checks to be conducted by Amazon India being successfully completed.

16.2 You authorise Amazon India to conduct such searches with government or enforcement authorities as are necessary to enable it to verify that you do not hold any criminal convictions.

16.3 In case you are waiting for the results of your examinations and you are hired prior to the same, your continued employment with Amazon India will be subject to passing the said examination and completing the course, failing which Amazon India reserves the right to take action including termination of your employment without notice.

16.4 In case your exams have been postponed due to Covid 19 situation, your continued employment will be contingent to your appearing for the exam and passing the same within a period of 12 months from the date of joining. Amazon India reserves the right to take action including termination of your employment without notice in case of failure to produce proof of passing within the said period.

17. Foreign Nationals

- 17.1 In case you are not an Indian national and, under any law, are required to obtain applicable visa / work permit / authorisation or permission from appropriate government authorities to work in India, you are required to ensure all such permissions are obtained before commencement of employment with Amazon India.
- 17.2 You are also required to ensure all future correspondence and permissions for continued stay and employment in the country as per the governing law are complied with at all times. If required, Amazon shall be at liberty to demand copies / originals of such permission.
- 17.3 It is made clear that possessing valid work permit / authorisation at all times of your employment is an inherent requirement of your employment with Amazon India. Any time after the execution of this Offer cum Appointment Letter, if it is found that you do not have required work permit / visa, Amazon India shall terminate your employment, without notice, with immediate effect, without any liability towards you.

18. Representations and Warranties

You hereby represent and warrant to the Company that:

- 18.1 the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief;
- 18.2 you shall not, during the course of your employment with the Company, use or disclose any document/s that in any way constitutes confidential, proprietary for trade secret information of a third party (including a former employer), except pursuant to written authorization by such third party to do so;
- 18.3 you are not in unauthorized possession or control of any document/s that in any way constitutes confidential, proprietary of trade secret information of a third party (including a former employer);
- 18.4 during the course of your employment with the Company, you will not violate any non-solicitation or similar agreements or obligations that you have with any third party; and
- 18.5 there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter;

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18.6 You recognize that the restrictions set forth in this Offer cum Appointment Letter may limit your future flexibility in many ways. You expressly acknowledge that (i) the limitations specified herein are fair and reasonable in view of the nature of the business in which the Company is engaged, your position with the Company, and your access to Confidential Information / Intellectual Property Rights, (ii) you are voluntarily entering into this Offer cum Appointment Letter, and (iii) in spite of the restraints imposed herein, you will be able to engage in other lawful professions, trades or businesses after termination of your employment with the Company. You recognize that your compensation is adequate consideration and acknowledge that you will not be subject to undue hardship or inconvenience by reason of your agreeing to the provisions contained herein.

19. Other Particulars

19.1 You confirm that there are no other agreements executed by you with third parties that conflict with the terms and conditions of your employment with Amazon India or that restrict your ability to execute this Offer cum Appointment Letter

19.2 You hereby represent and warrant that the information furnished by you for the purpose of your employment with the Company is true and correct to the best of your information, knowledge and belief.

20. Notices

All notices issued by you to the Company or by the Company to you shall be sent either by registered post, courier through a recognised courier service provider or by email transmission which shall be deemed to have been received the next working day provided the notice is also sent by registered post the next working day after email transmission.

21. Waiver

Failure of the Company to insist upon strict adherence of any term of this Offer cum Appointment Letter on any occasion/s shall not be considered a waiver thereof or deprive the Company of the right thereafter to insist upon strict adherence to that term or any other term of this Offer cum Appointment Letter.

22. Severability

The holding of any provision of this Offer cum Appointment Letter to be illegal, invalid, or unenforceable by a court of competent jurisdiction shall not affect any other provision hereof, which shall remain in full force and effect.

23. Assignment

Except as otherwise provided in this Section, this Offer cum Appointment Letter shall inure to the benefit of, and be binding upon you and your heirs, representatives, successors and assigns. Neither this Offer cum Appointment Letter nor any right or interest hereunder shall be assignable by you or your legal heirs, beneficiaries or legal representatives without the Company's prior written consent. This Offer cum Appointment Letter shall be assignable by the Company to a subsidiary or affiliate of the Company; or to any corporation, partnership, or other entity that may be organized by the Company, as a separate business unit in connection with the business activities of the Company; or to any corporation, partnership, or other entity resulting from the reorganization, merger or consolidation of the Company with any other corporation, partnership or other entity, or any corporation, partnership, or other entity to or with which all or any portion of the Company's business or assets may be sold, exchanged or transferred.

24. Employer – Employee Relationship

The relationship between the Company and you hereunder shall be solely that of an employer and employee and no modification of responsibility or compensation made hereinafter shall be construed so as to constitute the relationship of partners or joint ventures or so as to as to construe you as an independent contractor of the Company.

25. Liability for Breach

You acknowledge and accept that your breach of any of the terms contained in this Offer cum Appointment Letter or in Amazon India's Policies and Procedures, may cause the Company irreparable harm for which there is no adequate remedy at law, and therefore, the Company shall be entitled to the issuance by a court of competent jurisdiction of an order of injunction, restraining order, or other equitable relief in favor of itself, without the necessity of posting a bond, restraining you from committing or continuing to commit any such violation. Exercise or waiver by the Company of its rights to obtain an injunction, restraining order, or other equitable relief hereunder shall not be deemed a waiver of any right to assert any other remedy the Company may have at law or in equity. In any legal action or other proceeding by the Company against you in connection with this Offer cum Appointment Letter (e.g., for recovery of damages or other relief), the Company will be entitled to recover its reasonable attorneys' fees and other costs incurred.

26. Authorization to Notify New Employer

You hereby grant consent to the Company to notify any of your new employer/s about your rights and obligations under this Offer cum Appointment Letter.

27. Governing Law and Jurisdiction

Your employment, and any disputes which may arise under, out of, or in connection with your employment, shall be governed by and construed in accordance with the laws of India; and the Courts having territorial jurisdiction over the registered office of the Company shall alone have exclusive jurisdiction to try and entertain such disputes to the exclusion of any other Courts situated elsewhere.

28. Agreement/Modifications

The terms described in this Offer cum Appointment Letter and Amazon India's Policies and Procedures will cumulatively constitute the terms of your employment, and shall supersede any previous discussions, offers or agreements relating to your employment, or to the subject matter hereof. Any additions to, deletions of, or modifications of these terms are valid and effective only if the same are carried out in writing and signed by you and an officer of Amazon India.

29. Headings

The Section headings appearing in this Offer cum Appointment Letter are used for convenience of reference only and shall not be considered a part of this Offer cum Appointment Letter or in any way modify, amend or affect the meaning of any of its provisions.

30. Survival

Your obligations under Sections 8, 9, 11, 13, 20, 21, 23, 25, 26, 27 and this Section 30 hereof shall survive the termination of this Offer Cum Appointment Letter and of your employment with the Company.



You undertake to be bound by any rules and regulations enforced by Amazon India from time to time in relation to the conduct, discipline, medical leave and holidays or on any matters relating to service conditions which will be deemed as rules, regulations and order as a part of these terms of employment.

For and on behalf of Amazon Development Centre (India) Private Limited

AUTHORIZATION

By

Signed by:P SATYA PRAVEEN
Date: 2020.08.19 16:42:29 +05:30
Location: India

ACCEPTANCE

I acknowledge receipt of this Offer cum Appointment Letter and, after reading and understanding the same, I accept Amazon India's offer of employment on the terms set out in this Offer cum Appointment Letter.



Vipin Gupta Jaipuria Lucknow <vipin.gupta@jaipuria.ac.in>

Fwd: Ameriprise India would like to extend an offer for employment!

1 message

Vikram Jalota Student, Jaipuria Lucknow <vikram.jalota.20l@jaipuria.ac.in>
To: "Mr. Vipin Gupta, Jaipuria Lucknow" <vipin.gupta@jaipuria.ac.in>
Cc: cmc.lucknow@jaipuria.ac.in

Mon, Nov 18, 2019 at 2:36 PM

----- Forwarded message -----

From: **Vikky rocks** <vikramjalota2310@gmail.com>
Date: Mon, 18 Nov 2019, 14:36
Subject: Fwd: Ameriprise India would like to extend an offer for employment!
To: <vikram.jalota.20l@jaipuria.ac.in>

----- Forwarded message -----

From: **Kirti.Kabta** <Enterprise@trm.brassring.com>
Date: Fri, 15 Nov 2019, 17:51
Subject: Ameriprise India would like to extend an offer for employment!
To: <vikramjalota2310@gmail.com>
Cc: <Oinam.Gautam@ampf.com>, <Kritika.Bhutani@ampf.com>

Dear Vikram,

Congratulations! Ameriprise India would like to extend you an offer for the following position:

15361BR - Analyst - Financial Planning- AFG

Please find enclosed our compensation offer to you along with the benefits addendum, and review these documents in detail.

This salary annexure does not include the night shift allowance of Rupees 6000 because initial months training will happen in morning/ afternoon shift. Once you start working in night shift, you get night shift allowance of Rupees 6000 on monthly basis in addition to the salary mentioned in the annexure.

Additionally, as per our Relocation policy, we will provide the following:

1. One way Train Travel for you.
2. In addition, a relocation allowance of up to INR 75,000 will be given to you against bills provided by you. This allowance is a total amount against your household, vehicle transportation and temporary accommodation, until 2 weeks.

Please note that the relocation policy is subject to your minimum tenure with the organization (Ameriprise LLP), i.e: 12 months, failing which, this amount will be recovered from the employee at the time of separation.

Furthermore, you will be eligible for allowances/ benefits, all of which are as detailed in Salary Annexure hereto.

You will have two (2) calendar days to review the information provided and respond with a formal acceptance or decline (Reply to all on email) of the compensation offer.

Please note we will not be able to proceed with the next steps of your joining formalities until we receive your acceptance, however, do not resign from your current position until you hear from us.

We look forward to your response! Should you have any questions or concerns, please do not hesitate to contact me.

Regards,
Kirti Kabta

8/23/22, 11:07 AM

Jaipuria Institute of Management Mail - Fwd: Ameriprise India would like to extend an offer for employment!

Talent Acquisition
Ameriprise India

Attached Files:

India - 2019 Benefits Overview.pdf
Salary Annexure - Vikram Jalota.pdf

Name : Vikram Jalota
 Level : Associate
 Band : 28
 Effective : December 09, 2019

Salary Annexure

Particulars	Annual	Monthly
Base		
Basic (40% of Base)	114,000	9,500
House Rent Allowance (50% of Basic)	57,000	4,750
Conveyance Allowance	9,600	800
LTA	12,000	1,000
Adhoc Allowance	92,400	7,700
[A]	285,000	23,750
Night Shift Allowance/ Business Allowance		
[B]		
Other Allowances		
MBP (Monthly Bonus Payout)	28,500	2,375
Medical	15,000	1,250
Statutory Bonus	16,800	1,400
[C]	60,300	5,025
Retirals		
PF*	21,600	1,800
Gratuity*	5,426	452
[D]	27,026	2,252
Total Fixed [A]+[B]+[C]+[D]	372,326	31,027
Bonus		
Annual Incentive Award (AIA)**	19,200 - 58,800	
Long term deferred bonus (LTDB)**	57,000 - 142,500	
Total Variable [E]	76,200 - 201,300	
Cost to company	448,526 - 573,626	

1 - *PF mentioned herein is Employer's contribution towards PF, your contribution shall be deducted from your Gross salary; and Gratuity is payable as per the Gratuity Act. Hence, your monthly Gross Salary can be determined by deducting your contribution towards PF i.e. = [A] + [B] + [C] - [PF].

2 - ** Annual Incentive Award (AIA) payout is subject of meeting minimum performance expectations at individual, business and Company performance.
 *** LTDB is subject to meeting minimum performance expectation at an individual level.

3 - The annual bonus ranges depicted in the Annexure are after deducting the statutory bonus amount from the actual annual bonus ranges.

Entitlement:

1. Hospitalization : Coverage upto a maximum 400K p.a. for self and dependents. Additional 400K p.a. coverage for critical ailments.
2. Group Personal Accidental Insurance coverage for upto a maximum of 1000K.

2019 Benefits Overview



Ameriprise India provides competitive and comprehensive benefits designed to support your physical and emotional health and help you balance your career and personal life. We continue to evolve with proven best practices across Career, Rewards, Well-Being and Community

Medical Assistance (Group Insurance Plans)

All full time employees of Ameriprise India are covered under three, company funded, Insurance plans to meet the cost of hospitalization expenses as regards themselves & their dependents.

- **Hospitalization & Additional Hospitalization for critical illnesses:** These will be governed by the terms of the Insurance Policy that the company may take from time to time. The Insurance Company would typically tie up with hospitals all over India for "Cashless" arrangement for employees & their dependents. Additionally, the Company will provide a Corpus Floater from the Insurance Company for critical illness as defined & governed by the terms of the Insurance Policy.
- **Group Personal Accidental & Term Life Insurance:** The terms & conditions of these policies will be governed and defined by the Insurance Policies that the company may take from time to time for employees only.

Leaves

We recognize that employees need time off from work during the course of the year to address personal needs, religious or personal observances and leisure pursuits.

- **Earned Leaves:** 25 working days of earned leave during a calendar year for each completed year of service. An employee would therefore earn 2.08 days of leave for every month that he/ she worked in the company.
- **Business-driven Holidays:** 12 holidays in a calendar year which would be a combination of fixed holidays and few optional holidays (out of a basket of holidays).
- **Maternity Leave:** Women employees who have completed 80 days of continuous service with the company are eligible for paid maternity leave of up to 26 weeks.
- **Adoption Leave:** Women employees who have completed 80 days of continuous service with the company are eligible for paid adoption leave of up to 12 weeks starting from the date the child is handed over to the Eligible Employee as the adopting mother ("Adoption Leave").
- **Leave for Tubectomy and/or Miscarriage:** Women employees shall be entitled to leave with pay for a maximum period of two (2) weeks from the date of operation, arising out of tubectomy surgery or procedure ("Leave for Tubectomy"). Women employees shall be eligible to leave with pay for a maximum of six (6) weeks from the date such eligible women employee is medically diagnosed of having undergone an incident of miscarriage ("Leave for Miscarriage").
- **Sickness or adverse health condition arising out of pregnancy, childbirth or delivery, premature birth, and/or miscarriage,** eligible women employees may avail leaves for a maximum period of one (1) month, in addition to the leaves prescribed above (i.e., leaves for tubectomy and/or miscarriage).
- **Work from Home:** Women employees may seek a written approval from Ameriprise to work from home post the completion of her Maternity Leaves. If the nature of work assigned to such Eligible Employee enables her to work from home, the reporting manager or business leader may allow her to do so on such conditions as both the leader and Eligible Employee may mutually agree upon in writing.
- **Sick Leave:** To comply with the applicable statutory provisions, employees working out of the Gurugram Office are entitled to 7 days of sick leave every year. Employees working out of the Noida office are entitled to 15 days of sick leave every year.

Other benefits

Transport facility: The Company provides local transport facility from fixed pick-up and drop points for employees depending on the process requirements and work timing.

Food: Meals are available to all the employees of Ameriprise India on subsidized rates in office cafeteria.

Training, Learning and Development: Employees have access to many instructor led and web-based trainings provided by Ameriprise India.

Employee Engagement: Ameriprise sponsors engagement events through quarterly budgets per business.

Education policy/ tuition fee reimbursement: This is applicable to all employees who have completed 18 months or more tenure with Ameriprise India.

Car policy: Car policy with added benefits of no/ lower interest & tax savings (Applicable for Band 30 and above who have completed 18 months or more tenure with Ameriprise India.)

Game zone and other facilities: With industry leading facilities at the game zone, employees can enjoy pool, carom, table tennis, foosball, tuck shops, etc.

Employee Assistance Program: Ameriprise provides a total well-being approach that supports employees' emotional and physical wellness by offering Employee Assistance Program (EAP). This program augments our existing health-related services and programs to further help employees to manage their work and personal lives by providing counselling to assist those experiencing family concerns, stress, depression, anxiety etc., responsibility at work, among other issues or concerns.

Crèche Facility: The company has an onsite crèche/child day-care facility on a 24x5 basis (i.e., for 24 hours, Monday to Friday when Ameriprise is open for business) to all existing employees and contractors of Ameriprise (both male and female employees/contractors) including Eligible Employees returning from Maternity Leave for children up to six (6) years of age.

Women's Interest Network (WIN): is a group of employees committed to creating a strong network for advancing and empowering women through personal and professional development.

Corporate Social Responsibility: At our organization we believe in making a difference and giving back to the society we live in, by contributing through our community service initiatives and volunteering forums in the field of education, mentoring and hunger relief programs.

Artificial Intelligence Chat bot: Amber, is a platform to empower our employees to provide feedback on their experience in the organization across various topics like career and learning, leadership, work, organization culture etc. on an ongoing basis. *Amber*, connects with employees through a customized, interactive, two-way communication, at specific tenure milestones during their employment life cycle, via a chat link for proactive and timely interventions by HR.



Gujarat Co-operative Milk Marketing Federation Limited

C - 2/192, Palm Spring Villa, API Ansal, Lucknow-226030

Phone : 7233004082

LZO: PSNL:4454

21st September 2020

IN DUPLICATE

Shri Akash Agarwal
592, K/9, Subhani Kheda
Raebareilly Road, Telibagh
Lucknow - 226 029

Dear Shri Akash Agarwal

APPOINTMENT LETTER

With reference to your application and subsequent interview, we are pleased to appoint you as under:

DESIGNATION	:	TERRITORY SALES INCHARGE-I
PLACE OF POSTING	:	GHAZIABAD BRANCH OFFICE
HEAD QUARTER	:	NOIDA
REPORTING TO	:	BRANCH MANAGER, GHAZIABAD
BASIC SALARY	:	RS. 15000/-P.M.
PAY SCALE	:	RS.15000-750-33750/-
Terms and conditions	:	

1.00 Your appointment is subject to the following terms and conditions.

1.01 This appointment as Territory Sales Incharge-I is subject to your executing an Agreement and Surety Bond to serve the Gujarat Co-operative Milk Marketing Federation Ltd., for a period of THREE years, including probation period. The draft of the Agreement and the Surety Bond which are to be executed at the time of your joining on non-judicial stamp papers of Rs.100/- each, are enclosed.

1.02 At the time of reporting for duty, you are required to produce Relieving Certificate from the last employer, if any, together with certified copy of the same.

- 1.03 You will be required to work as per the rules and regulations of Federation in force from time to time.
- 1.04 You will be entitled to all Allowances and benefits as per the rules and regulations of the Federation in force from time to time.
- 1.05 You will be on probation for a period of ONE YEAR with effect from the date of joining and unless confirmed in writing, you will continue to be on probation even after the end of the period of one year. You will not be entitled to any increment during probation period. Probation period can be extended, if necessary.
- 1.06 If any time during your probation period, the Medical Officer of the Federation finds you mentally and/or physically unfit for employment, your services may be terminated by giving you ONE MONTH's notice.
- 1.07 Management reserves the right to discontinue your services during or at the end of probation period by giving you ONE MONTH notice, if the Management is of the opinion that you are not able to achieve the required level of efficiency or even for any other reason.
- 1.08 You are required to give ONE MONTH's notice in writing or to make payment of ONE MONTH's wages, in lieu thereof, to the Federation while leaving its services.
- 1.09 You will not be entitled to leave the Federation during the period of probation as well as period of service as mentioned in your Service Agreement. However, after the expiry of period of the service Agreement/Bond executed by you, if you want to leave, you will have to give three months notice in writing to Federation.
- 1.10 You will have to take necessary preventive medical treatment as and when required and as directed by your superiors.
- 1.11 You will not be allowed to pursue any further academic and/or professional education whatsoever during your employment with the Federation without obtaining prior written permission from the Management.
- 1.12 You will not be allowed to accept any part-time employment elsewhere during your employment with the Federation.
- 1.13 You can be transferred to any place in India as and when required by the Federation.
- 1.14 You will not divulge to others any information that may come within your knowledge by virtue of your employment with the Federation.
- 1.15 You will have to reside at the place where you are posted.
- 1.16 You will have to join all the staff benefit schemes of the Federation as and when you become eligible as per the rules of the said schemes.



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- 2.00 As and when you are confirmed in the services, after successful completion of the probation period, the following further terms and conditions shall be applicable to you.
- 2.01 If the date of your confirmation in the services of Federation is between 1st October and 31st of March (both dates inclusive), the date of first increment in your basic salary will be next 1st of April, similarly, if the date of your confirmation in the services of Federation is between 1st April and 30th September (both dates inclusive), the date of your first increment in your basic salary will be next 1st of October.
- 2.02 The date of increment normally will remain same, either 1st April or 1st October.
- 2.03 Your approximate pay details is enclosed as Annexure – 1
- 2.04 If at any time during your service, the Medical Officer of the Federation finds you mentally and/or physically unfit for employment, your services may be terminated by giving you THREE MONTH's notice in writing or by paying THREE MONTH's wages in lieu thereof.
- 2.05 The Federation can terminate your services at any time by giving you THREE MONTH's notice in writing or by paying THREE MONTH's wages in lieu thereof.
- 2.06 You are required to give THREE MONTH's notice in writing or to make payment of THREE MONTH's wages, in lieu thereof, to the Federation while leaving its services.
- 2.07 You will retire on your attaining the age of 60 (sixty) years.
- 3.00 A sheet showing the outline of your Role & responsibilities is enclosed herewith.
- 3.01 You are requested to report for duty at :

GUJARAT CO-OPERATIVE MILK
MARKETING FEDERATION LTD.
KHASRA NO.527, VILLAGE VISHNOLI
DUJANA ROAD, TEHSIL DADRI
DISTT.GAUTAM BUDH NAGAR – 203 207

- 3.02 We are sending this appointment letter in duplicate. If you accept this offer and terms and conditions enumerated above, please return the duplicate copy duly signed so as to reach us within 15 days from the date of receipt of this letter failing which this appointment letter may be considered as not acceptable to you. At the time of joining, you will be required to furnish the original of the Agreement and Surety Bond duly notarized as stated above.



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Shri Akash Agarwal, we hope that your association with us will be a mutually beneficial and fruitful relationship.

Yours faithfully,



(N S SINHA)
ZONAL INCHARGE

I accept the above appointment with the terms and conditions mentioned herein and shall report for duty on _____

Date : _____

Signature: _____

Station : _____

Name : _____

cc: Branch Manager, Ghaziabad
cc: Accts- Pay Roll/Int.Audit/P.file-LZO
cc: HO:Admin



GCMMF LTD., ANAND

Grade	TSI-I		
Pay Scale	15000-750-33750		
Sr. No.	Particular	Minimum Rs	Maximum Rs
Fixed Pay Components			
1	Basic	15000	15000
2	Medical Allowance	3500	3500
3	Professional Development Allowance	3500	3500
4	Fixed Conveyance Allowance	3200	3200
5	Special Allowance	3000	3000
6	Pension Allowance	1500	1500
7	Super Annuation Allowance	1875	1875
(Total - 1)		31575	31575
Variable Components			
1	House Rent Allowance	2250	6000
2	Education Allowance	0	1000
3	Metro Allowance	0	800
4	Hardship Allowance	0	2300
(Total - 2)		2250	10100
Other Benefits			
1	Gratuity	1250	1250
2	Ex Gratia	1250	1250
3	LTA	625	625
4	Provident Fund	1800	1800
5	Leave Encashment	1667	1667
(Total - 3)		6591	6591
Grand Total (PM)		40416	48266
Grand Total (PA)		484994	579194
Performance Pay (Average of Last 3 years) - Rs 80,000/- PA			
Annual CTC (Approx)		564994	659194

House Rent Allowance:	HRA may vary based on working location & HRA option opted by an employee.
Education Allowance:	Education Allowance is given to employees who have maximum upto 2 children and the age of the children is above 3 years up to 25 years. A sum of Rs. 500 per child per month is paid.
Metro Allowance :	This allowance is paid to employees who are working in metro cities defined by GCMMF
Hardship Allowance:	Hardship Allowance Rs. 2300/-per month will be paid to employees who are posted in Porblair, Nepal, Leh and Ladakh
Provident Fund	PF is calculated at 12 % of basic salary (Employer Contribution)
Super Annuation Allowance	Super Annuation Allowance is calculated at 12.5 % of basic salary. Employee will be eligible for super Annuation Allowance after Confirmation.
Gratuity :	Gratuity calculated at one month basic salary.
LTA :	50% of Monthly Basic Salary once in a year. The benefits of LTA can be availed by employee after confirmation.
Leave Encashment	Privilege Leave will be encashed every year once employee will surpass maximum accumulation limit opted by an employee
Group Life Insurance :	Group Life Insurance Coverage of Rs 5,00,000/-
Performance Pay :	Employees are eligible for performance pay depending upon growth of organisation and employee's performance. Average amount paid during last three years in above Grade was around Rs 80,000/-



Gujarat Co-operative Milk Marketing Federation Limited

C - 2/192, Palm Spring Villa, API Ansal, Lucknow 226030

Phone : 7233004082

LZO: PSQL: 4456

14th September 2020

IN DUPLICATE

Shri Ravi Ranjan Kumar
Q.No.84, RIMS Doctor Colony
Bariatu
Ranchi – 834 009

Dear Shri Ravi Ranjan Kumar

APPOINTMENT LETTER

With reference to your application and subsequent interview, we are pleased to appoint you as under:

DESIGNATION	:	TERRITORY SALES INCHARGE-I
PLACE OF POSTING	:	RANCHI BRANCH OFFICE
HEAD QUARTER	:	HAZARIBAGH
REPORTING TO	:	BRANCH MANAGER, RANCHI
BASIC SALARY	:	RS. 15000/-P.M.
PAY SCALE	:	RS.15000-750-33750/-
Terms and conditions	:	

1.00 Your appointment is subject to the following terms and conditions.

1.01 This appointment as Territory Sales Incharge-I is subject to your executing an Agreement and Surety Bond to serve the Gujarat Co-operative Milk Marketing Federation Ltd., for a period of THREE years, including probation period. The draft of the Agreement and the Surety Bond which are to be executed at the time of your joining on non-judicial stamp papers of Rs.100/- each, are enclosed.

1.02 At the time of reporting for duty, you are required to produce Relieving Certificate from the last employer, if any, together with certified copy of the same.

Ar

- 1.03 You will be required to work as per the rules and regulations of Federation in force from time to time.
- 1.04 You will be entitled to all Allowances and benefits as per the rules and regulations of the Federation in force from time to time.
- 1.05 You will be on probation for a period of ONE YEAR with effect from the date of joining and unless confirmed in writing, you will continue to be on probation even after the end of the period of one year. You will not be entitled to any increment during probation period. Probation period can be extended, if necessary.
- 1.06 If any time during your probation period, the Medical Officer of the Federation finds you mentally and/or physically unfit for employment, your services may be terminated by giving you ONE MONTH's notice.
- 1.07 Management reserves the right to discontinue your services during or at the end of probation period by giving you ONE MONTH notice, if the Management is of the opinion that you are not able to achieve the required level of efficiency or even for any other reason.
- 1.08 You are required to give ONE MONTH's notice in writing or to make payment of ONE MONTH's wages, in lieu thereof, to the Federation while leaving its services.
- 1.09 You will not be entitled to leave the Federation during the period of probation as well as period of service as mentioned in your Service Agreement. However, after the expiry of period of the service Agreement/Bond executed by you, if you want to leave, you will have to give three months notice in writing to Federation.
- 1.10 You will have to take necessary preventive medical treatment as and when required and as directed by your superiors.
- 1.11 You will not be allowed to pursue any further academic and/or professional education whatsoever during your employment with the Federation without obtaining prior written permission from the Management.
- 1.12 You will not be allowed to accept any part-time employment elsewhere during your employment with the Federation.
- 1.13 You can be transferred to any place in India as and when required by the Federation.
- 1.14 You will not divulge to others any information that may come within your knowledge by virtue of your employment with the Federation.
- 1.15 You will have to reside at the place where you are posted.
- 1.16 You will have to join all the staff benefit schemes of the Federation as and when you become eligible as per the rules of the said schemes.



- 2.00 As and when you are confirmed in the services, after successful completion of the probation period, the following further terms and conditions shall be applicable to you.
- 2.01 If the date of your confirmation in the services of Federation is between 1st October and 31st of March (both dates inclusive), the date of first increment in your basic salary will be next 1st of April, similarly, if the date of your confirmation in the services of Federation is between 1st April and 30th September (both dates inclusive), the date of your first increment in your basic salary will be next 1st of October.
- 2.02 The date of increment normally will remain same, either 1st April or 1st October.
- 2.03 Your approximate pay details is enclosed as Annexure - 1
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- 2.05 The Federation can terminate your services at any time by giving you THREE MONTH's notice in writing or by paying THREE MONTH's wages in lieu thereof.
- 2.06 You are required to give THREE MONTH's notice in writing or to make payment of THREE MONTH's wages, in lieu thereof, to the Federation while leaving its services.
- 2.07 You will retire on your attaining the age of 60 (sixty) years.
- 3.00 A sheet showing the outline of your Role & responsibilities is enclosed herewith.
- 3.01 You are requested to report for duty at :

GUJARAT CO-OPERATIVE MILK
MARKETING FEDERATION LTD.
C/O LAL KISHORE NATH SHAHDEO & LAL ASHOK NATH SHAHDEO
PLOT NO.308/386/387 (PART), NEAR OVER BRIDGE
POST LALGUTUA, P.S.NAGRI
RANCHI - 835 303


- 3.02 We are sending this appointment letter in duplicate. If you accept this offer and terms and conditions enumerated above, please return the duplicate copy duly signed so as to reach us within 15 days from the date of receipt of this letter failing which this appointment letter may be considered as not acceptable to you. At the time of joining, you will be required to furnish the original of the Agreement and Surety Bond duly notarized as stated above.



(Handwritten signature)

Shri Ravi Ranjan Kumar, we hope that your association with us will be a mutually beneficial and fruitful relationship.

Yours faithfully,


(N.S. SINHA)
ZONAL INCHARGE

I accept the above appointment with the terms and conditions mentioned herein and shall report for duty on _____.

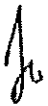
Date : _____

Signature: _____

Station : _____

Name : _____

cc: Branch Manager, Ranchi
cc: Accts- Pay Roll/Int.Audit/P.file-LZO
cc: HO:Admin





GCMMF LTD., ANAND

Grade	TSI-I		
Pay Scale	15000-750-33750		
Sr. No.	Particular	Minimum Rs	Maximum Rs
Fixed Pay Components			
1	Basic	15000	15000
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3	Professional Development Allowance	3500	3500
4	Fixed Conveyance Allowance	3200	3200
5	Special Allowance	3000	3000
6	Pension Allowance	1500	1500
7	Super Annuation Allowance	1875	1875
	(Total - 1)	31575	31575
Variable Components			
1	House Rent Allowance	2250	6000
2	Education Allowance	0	1000
3	Metro Allowance	0	800
4	Hardship Allowance	0	2300
	(Total - 2)	2250	10100
Other Benefits			
1	Gratuity	1250	1250
2	Ex Gratia	1250	1250
3	LTA	625	625
4	Provident Fund	1800	1800
5	Leave Encashment	1667	1667
	(Total - 3)	6591	6591
	Grand Total (PM)	40416	48266
	Grand Total (PA)	484994	579194
Performance Pay (Average of Last 3 years) - Rs 80,000/- PA			
	Annual CTC (Approx)	564994	659194

House Rent Allowance:	HRA may vary based on working location & HRA option opted by an employee.
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Super Annuation Allowance	Super Annuation Allowance is calculated at 12.5 % of basic salary. Employee will be eligible for super Annuation Allowance after Confirmation.
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Leave Enchashment	Privilege Leave will be encashed every year once employee will surpass maximum accumulation limit opted by an employee
Group Life Insurance :	Group Life Insurance Coverage of Rs 5,00,000/-
Performace Pay :	Employees are eligible for performace pay depending upon growth of organisation and employee's performance. Average amount paid during last three years in above Grade was around Rs 80,000/-



Vipin Gupta Jaipuria Lucknow <vipin.gupta@jaipuria.ac.in>

Fwd: Letter of Offer : Antal Inetrnational - Lucknow

1 message

Dr. Simran Singh Jaipuria, Lucknow <simran.singh@jaipuria.ac.in>
 To: "Mr. Vipin Gupta, Jaipuria Lucknow" <vipin.gupta@jaipuria.ac.in>

Wed, Jan 15, 2020 at 9:44 AM

----- Forwarded message -----

From: Vishal Srivastava <VishalS@antal.com>

Date: Fri, Dec 6, 2019 at 5:32 PM

Subject: Letter of Offer : Antal Inetrnational - Lucknow

To: <supriya.raizada.201@jaipuria.ac.in>

Cc: Dr. Simran Singh Jaipuria, Lucknow <simran.singh@jaipuria.ac.in>, Mr. Suneel Gupta Jaipuria, Lucknow <suneel.gupta@jaipuria.ac.in>, <mchandra@antal.com>, Ajay Pandey <ajayp@antal.com>

06th December 2019

Ms. Supriya Raizada,

SUB: Offer Letter

Dear Supriya,

Congratulations & Welcome to Antal Family!!

With reference to the interview you had with us, we are pleased to offer you a **position** of "**Management Trainee/Associate Consultant**" and grade will be "**E2**" as per the terms and conditions mentioned below:

1. You are required to report for duty either or on before **10th January 2020**, failing which the offer stands revoked. Your initial place of posting will be **Lucknow**.

2. Your Total Annual CTC (including retivals) will be **INR 6,00,000/- Per annum. (INR 300,000/- as Fixed Yearly Salary) and 100,000/- as Fixed Retainer Bonus¹ plus Variable Incentive of INR 200,000/-** variable incentive will be payable upon achievement of yearly target as per company policy).

¹The Fixed retainer bonus: INR 100,000/ will be paid to you on the completion of 12 months from the date of Joining.

3. You will be eligible for incentives (based upon target achievement & performance). The incentives based on the Company Policy could change from time to time.

4. You will be on Probation period of **3 months** from the date of joining.

5. Your salary details are strictly confidential; you are requested to refrain from divulging or discussing your salary particulars with other employees of the company.

6. You will be subject to the Company's rules and regulations, as may be applicable from time to time.

7. Detailed Appointment letter will be issued to you at the time of Joining. Following documents are required for the completion of joining formalities :

7/23/22, 4:43 PM

Jaipuria Institute of Management Mail - Fwd: Letter of Offer : Antal International - Lucknow

- a) Your previous Offer, Appointment, Relieve, Work Experience certificates.
- b) Education certificates
- c) Address proof and ID proof
- d) 2 Passport size photograph
- e) 2 Professional References
- f) Medical fitness certificate

We look forward to your active participation with the Company's Business growth and mutually beneficial association with you.

We welcome you to the Antal Family!

Yours Sincerely,

t/a Antal International India Private Limited

Mindmentors Consultant Private Limited "Antal"

Best Regards

Vishal Srivastava

Operations Head
Antal International Network

Mobile: +91 7704801422

Email: vishals@antal.com

Web: www.antal.com



5 Continents, 1 Vision - Discovering Talent

Antal's global network has physical offices in; Austria, Belgium, Bulgaria, China, Croatia, Cyprus, Czech Republic, Egypt, France, Germany, Ghana, Greece, Hungary, India, Italy, Ivory Coast, Kazakhstan, Kingdom of Saudi Arabia, Kuwait, Luxembourg, Malta, Mexico, Morocco, Netherlands, Nigeria, Northern Ireland, Pakistan, Panama, Philippines, Poland, Portugal, Romania, Russia, South Africa, Spain, Switzerland, Turkey, United Arab Emirates, United Kingdom

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Antal International Limited is not responsible and cannot be held liable for:

- anyone who, under any circumstances, has received this e-mail in error
- the contents of personal or private messages sent by members of staff
- security of information sent by e-mail at your request.

7/23/22, 4:43 PM

Jaipuria Institute of Management Mail - Fwd: Letter of Offer : Antal Inetrnational - Lucknow

If you don't want to receive email from Antal please reply with "Unsubscribe" in the subject line. (This is an automatic process, no message body is required)
This does not affect "Jobs-by-Email" from our website.

Privacy Policy

Vipin Gupta jaipuria Institute Lucknow

From: Kanchan Rana Jaipuria Noida <kanchan.rana@jaipuria.ac.in>
Sent: Wednesday, August 24, 2022 4:38 PM
To: V Gupta, JIM Lucknow
Subject: Fwd: FW: Apparel Group Selection
Attachments: image005.jpg; image006.png; image003.jpg; image007.png

Regards

Kanchan R

Corporate Relations & Placement

Jaipuria Institute of Management

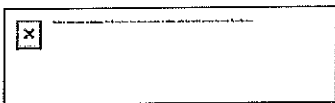
A-32-A, Sector-62, Noida-201309

0120-4638316 (D), 4638300 (B)

9953656016, 9350564159

kanchan.jaipuria@gmail.com

www.jaipuria.ac.in



From: Enzil D'Silva <EnzilDSilva@appareluae.com>
Sent: Thursday, January 23, 2020 11:52 AM
To: Kanchan Rana Jaipuria Noida <kanchan.rana@jaipuria.ac.in>
<mailto:kanchan.rana@jaipuria.ac.in>
Cc: Nisha Verma
Subject: Shortlisted candidates

Dear Kanchan,

As discussed the you yesterday, we have shortlisted 5 of your students for the senior sales associate position with Apparel Group.

- 1) Amrita Ludhwani
- 2) Apoorva Bhadouriya
- 3) Neeraj Dubey
- 4) Mohammed Sakib
- 5) Inshirah Parveen

And we will be releasing the offer in the month of February and start the employment visa formalities and so that they can come onboard with us in the month of April.

The students are being offered Senior Sales Associate.

Compensation Offered (Gross)- AED 5000 per month + Monthly incentives up to 3000 (Tax Free)

Benefits Offered - i) Company Visa Sponsorship for self
ii) Entry Ticket to Place of posting for self
iii) Initial Accommodation and Transportation for a
Period of 10 days

iv) Advance Salary up to 75% on joining
v) Medical Insurance for Self (Coverage for Inpatient
and Outpatient Treatment)
vi) Life Insurance for Self
vii) Air Fare once in 2 years
viii) Career Progression: Post 6 months they will be
eligible for AMP, Assistant Store Management Program and will be offered
Independent Stores basis performance and assessment.

Place of Posting: Anywhere in UAE

Regards,

Enzil Dsilva
Sr. HC Executive - Human Capital

Apparel Group
P.O. Box No. 261873
Jebel Ali Free Zone
Dubai, United Arab Emirates

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offers a large selection of shoes, bags and accessories from the world's most coveted fashion brands including Aldo, New Balance, Nine West, Dune London, Skechers, Call It Spring and many more!**6THSTREET.COM**
<<https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fprotect-e.u.mimecast.com%2Fs%2Fm-DfCGvzlsB7Q1vcEkSVW%3Fdomain%3Deur03.safelinks.protection.outlook.com&data=02%7C01%7Cenzildsilva%40appareluae.com%7C096cff225c33489fcbe708d725532314%7C04fc21e3ef3b4a70b46124febf12ba8b%7C0%7C0%7C637018911313592024&sdata=Ymke%2BrckPxB%2F5JtjGBrOXMgveasFpCR%2BDH2VulQ1caE%3D&reserved=0>> provides customers the experience of shopping from the comfort of their own home with ...

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Best regards,

Enzil D'Silva
Sr. Executive - Human Capital

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Vipin Gupta jaipuria Institute Lucknow

From: Kanchan Rana Jaipuria Noida <kanchan.rana@jaipuria.ac.in>
Sent: Wednesday, August 24, 2022 4:38 PM
To: V Gupta, JIM Lucknow
Subject: Fwd: FW: Apparel Group Selection
Attachments: image005.jpg; image006.png; image003.jpg; image007.png

Regards

Kanchan R

Corporate Relations & Placement

Jaipuria Institute of Management

A-32-A, Sector-62, Noida-201309

0120-4638316 (D), 4638300 (B)

9953656016, 9350564159

kanchan.jaipuria@gmail.com

www.jaipuria.ac.in



From: Enzil D'Silva <EnzilDSilva@appareluae.com>
Sent: Thursday, January 23, 2020 11:52 AM
To: Kanchan Rana Jaipuria Noida <kanchan.rana@jaipuria.ac.in
<<mailto:kanchan.rana@jaipuria.ac.in>>>
Cc: Nisha Verma
Subject: Shortlisted candidates

Dear Kanchan,

As discussed the you yesterday, we have shortlisted 5 of your students for the senior sales associate position with Apparel Group.

- 1) Amrita Ludhwani
- 2) Apoorva Bhadouriya
- 3) Neeraj Dubey
- 4) Mohammed Sakib
- 5) Inshirah Parveen

And we will be releasing the offer in the month of February and start the employment visa formalities and so that they can come onboard with us in the month of April.

The students are being offered Senior Sales Associate.

Compensation Offered (Gross)- AED 5000 per month + Monthly incentives up to 3000 (Tax Free)

Benefits Offered - i) Company Visa Sponsorship for self
ii) Entry Ticket to Place of posting for self
iii) Initial Accommodation and Transportation for a
Period of 10 days

iv) Advance Salary up to 75% on joining
v) Medical Insurance for Self (Coverage for Inpatient
and Outpatient Treatment)
vi) Life Insurance for Self
vii) Air Fare once in 2 years
viii) Career Progression: Post 6 months they will be
eligible for AMP, Assistant Store Management Program and will be offered
Independent Stores basis performance and assessment.

Place of Posting: Anywhere in UAE

Regards,

Enzil Dsilva
Sr. HC Executive - Human Capital

Apparel Group
P.O. Box No. 261873
Jebel Ali Free Zone
Dubai, United Arab Emirates

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Best regards,

Enzil D'Silva
Sr. Executive - Human Capital

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Vipin Gupta jaipuria Institute Lucknow

From: Gaurav Maurya, Jaipuria Institute of Management <gaurav.maurya@jaipuria.ac.in>
Sent: Tuesday, August 23, 2022 11:22 AM
To: Vipin Gupta Jaipuria Lucknow
Subject: Fwd: Welcome to Arpan!!!!
Attachments: Shubham Sahu_LOI.pdf

----- Forwarded message -----

From: Ankita Mishra <ankita@arpaninteractive.com>
Date: Fri, 13 Mar, 2020, 11:43 am
Subject: Welcome to Arpan!!!!
To: <shubhamsahu973@gmail.com>
Cc: Gaurav Kumar Maurya Jaipuria, Lucknow <gaurav.maurya@jaipuria.ac.in>

Dear Shubham Sahu,

Welcome on Board !!!!!!!!

Congratulations!!!! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you a position as **"Business Development Manager"** with Arpan Interactive Solutions Pvt Ltd, Lucknow.

Kindly meet the undersigned at our office on **23rd March 2020**, to proceed further and to complete your joining formalities at the below mentioned address :

Arpan Interactive Solutions,
Sector 16/1448,
Near Sukh complex, Munshi Pufia,
Indira Nagar 226016, Lucknow

You are requested to send us two professional references (with name, company, designation, contact number and email address).

On the joining date, please bring the following documents with you -

- * X Class Certificate as proof of date of birth
- * XII Class Certificate and Mark Sheet
- * Graduation Degree Certificate and Mark Sheets
- * MCA or other Masters Degree Certificate and Mark Sheets
- * Diploma Certificates for additional course, if any
- * Experience Letters/Service Certificates from all the previous employers
- * Appointment letter of the last employer
- * Pay slip for the last salary received, before exit, from the last organization
- * Relieving letter from the last employer
- * 2 passport size and 2 stamp size photographs
- * Photocopy of the Passport (all filled papers)
- * PAN Card photocopy.

Note: You are requested to bring original documents for verification, along with photocopies of the same. The original documents would be returned back to you on the same day.

Please find the letter of intent below as an attachment and reply back to it in within 8 hours.

Best Regards!

Ankita Mishra

Human Resource Manager
Arpan Interactive Solutions



+91 904-409-4072

✉ www.arpaninteractive.com



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ARPAN INTERACTIVE SOLUTIONS PVT LTD

Dated 13/3/2020

Dear Shubham,

LETTER OF INTENT

As mutually discussed and agreed, we are pleased to offer you an appointment as per details given below:

- a) You will be designated as "**Business Development Manager**".
- b) You will be located at "**Lucknow**".
- c) You will be working in night shift.

The final letter of appointment, Salary annexure will be handed over to you upon joining the services of the company, which will be on, or before **DOJ** (Date of Joining, 23rd March 2020).

You are requested to revert in **08 hrs** to this letter as a token of your acceptance of the above offer.

Ankita Mishra
Human Resources Manager



Vipin Gupta Jaipuria Lucknow <vipin.gupta@jaipuria.ac.in>

Fwd: Offer Letter - Anshuman Upadhyay

Anshuman Upadhyay Student, Jaipuria Lucknow <anshuman.upadhyay.20l@jaipuria.ac.in> Sun, Jun 27, 2021 at 2:30 PM
To: vipin.gupta@jaipuria.ac.in

----- Forwarded message -----

From: **Deepika Dhanwani** <deepika.dhanwani@asianpaints.com>
Date: Mon, 1 Feb 2021, 11:05 am
Subject: Offer Letter - Anshuman Upadhyay
To: Anshuman.upadhyay.20L@jaipuria.ac.in <Anshuman.upadhyay.20L@jaipuria.ac.in>
Cc: RUMA CHAUDHARY <ruma.chaudhary@asianpaints.com>, Anami Kumar Bhattacharjee <anami.kumar@asianpaints.com>

Date: 1st Feb 2021

Dear Anshuman upadhyay ,

This has reference to the interview held on 9th Nov, 2019. We are pleased to make an offer of appointment to you for the position of **OFFICER I - PROJECT SALES** in our organization.

Location: BADARPUR

Date of joining – 8th Feb 2021

The compensation offered to you on joining will be as follows:

(All figures are in INR)

Headings	During Probation	Upon Confirmation
Basic	18000	18000
HRA	9000	9000
Education Allowance	800	800
Consolidated Allowance	18740	18740
PF	2160	2160
Gratuity	866	866
Total	49566	49566
LTA	8000	8000
Bonus	35000	35000
CTC	637792	637792

The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

6/27/2021

Jaipuria Institute of Management Mail - Fwd: Offer Letter - Anshuman Upadhyay

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

You need to mail us the offer acceptance in attached format, as well the required documents mentioned in Checklist, by **02nd Feb 2021**. *Before sending documents, please name the attachments properly. For example, attachment of Aadhar card should be named 'Aadhar card'. Do check your mail size before sending as our mail size limit is 5 MB*

We look forward to your joining on **8th Feb 2021**

Ruma Chaudhary
Manager – Human Resources

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 **Checklist.xls**
20K

Vipin Gupta jaipuria Institute Lucknow

From: Ayush Kapoor <supercooldude002@gmail.com>
Sent: Wednesday, August 3, 2022 9:32 PM
To: vipin.gupta@jaipuria.ac.in
Subject: Fwd: Offer Letter - Ayush Kapoor
Attachments: Checklist.xls

----- Forwarded message -----

From: Deepika Dhanwani <deepika.dhanwani@asianpaints.com>
Date: Mon, Feb 15, 2021, 2:45 PM
Subject: Offer Letter - Ayush Kapoor
To: supercooldude002@gmail.com <supercooldude002@gmail.com>
Cc: RUMA CHAUDHARY <ruma.chaudhary@asianpaints.com>, Akshiv Avikshit <akshiv.avikshit@asianpaints.com>, Abhishek Sadalge <abhishek.sadalge@asianpaints.com>

Date: 15th Feb 2021

Dear Ayush Kapoor,

This has reference to the interview held on 9th Nov, 2019. We are pleased to make an offer of appointment to you for the position of **OFFICER I - SALES** in our organization.

Location: MAYAPURI (DMAY)

Date of joining – 1st March 2021

The compensation offered to you on joining will be as follows:

(All figures are in INR)

Headings	During Probation	Upon Confirmation
Basic	18000	18000
HRA	9000	9000
Education Allowance	800	800
Consolidated Allowance	18740	18740
PF	2160	2160
Gratuity	866	866
Total	49566	49566
LTA	8000	8000
Bonus	35000	35000

CTC	637792	637792
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The detailed terms and conditions of your employment and compensation will be given in the appointment letter which will be handed over to you at the time of joining.

Your appointment to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check.

You need to mail us the offer acceptance in attached format, as well the required documents mentioned in Checklist, by **18th Feb 2021**. *Before sending documents, please name the attachments properly. For example, attachment of Aadhar card should be named 'Aadhar card'. Do check your mail size before sending as our mail size limit is 5 MB*

We look forward to your joining on **1st March 2021**

Ruma Chaudhary
Manager – Human Resources

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