



Offer of Employment

14th March 2022

Dear Vibha Pandey

Thank you for investing your time to pursue an opportunity with “**Pigeon Education Technology**”. We are pleased to offer you an employment opportunity as an “**Academic Mentor**” with **Pigeon Education Technology, Bangalore**.

Your employment shall commence with effect on 28st March 2022. Following are the terms and conditions connected with your employment:

CTC & Benefits:

You will receive a compensation package of **Rs. 5,00,000/-** per annum (**50% fixed and 50% variable pay**).

The breakup of the CTC and benefits applicable to you is as per **Annexure A**.

You are expected to treat this information and any changes made therein from time to time as personal and confidential and never discuss with other employees as deemed fit by the organization norms

Apart from this you (Not Family) will be entitled to a **comprehensive health insurance** under the group insurance medical and insurance benefit plan of the company from time to time. The same will be discussed on the date of induction

The CTC policy at **Pigeon Education Technology** is completely performance driven and thus solicits utmost confidentiality on the part of the employee and the company.

Retirement:

You will retire in the normal course from the services of the Company on attaining the age of superannuation, which is at the end of the month following your 58th birthday.

Employment Conditions:

Your services will be governed by general service conditions:

Full Time work: Your position is a Full-Time employment and you shall devote yourself

exclusively to the business of the Company. You will not take up any other work part-time or otherwise or work on advisory capacity or be interested directly or indirectly in any other trade or business without the prior Consent in writing from the Company during your employment with the Company failing which company will take action as deemed fit.

The Company reserves the right to alter or allocate different responsibilities to you from time to time depending on the business needs of the Company.

Code of Conduct: You are expected to operate with the highest degree of initiative, economy, efficiency and responsibility. You will at all times act bearing in mind the best interests of the company and will at no time, do or say anything which compromises the company's goals or reputation.

Transfer: You may also be transferred temporarily or permanently to any of divisions, subsidiary or associate companies or client owned Global Development centers or Client Transferred Global Development center within or outside India (Whether now existing or still to be formed). In such case, you will be governed by the terms and conditions of service as applicable to the new assignment.

Salary Review: Your salary will be reviewed as per the policy of the Company from time to time. The Company believes in rewarding performance and hence increments will be rewarded on merit in accordance with the Company's policy in practice.

Responsibilities: You are expected to perform effectively to ensure:

- You achieve the required results
- You will be required to work under the supervision of such officers as directed by the company from time to time.

Non-disclosure Agreement: "Company" for all purposes shall mean Pigeon Education Technology

You shall not at any time, disclose to anyone any information, know-how, knowledge, secrets, methods, plans, drawings, designs, etc. of the company. Also, you shall not take any technical documents or information or copies thereof belonging to the company outside the office unless specific entrusted to you in writing.

You will not undertake business of similar nature with any other company during the period of your employment with this company.

If, during the course of your employment with the Company, you are provided with any Company assets, you shall maintain the same in good working condition and you shall return the items to this Company prior to your ceasing to be in the employment of the Company. Any dues to be paid to you on your ceasing to be in the employment is liable to be withheld by the Company if the said items so provided by the Company are not returned to the Company, apart from the Company's right to proceed against you as per the provisions of law.

You shall surrender all the records, correspondence and such of the papers connected with the business in the eventuality of your ceasing to be in the employment of this Company.

Probation Period:

The Probationary Period will be 3 months duration and post -probation will be subject confirmation which is purely performance driven

Notice Period:

During Probation:

The notice period applicable to you during Probation Period will be 15 days subject to approvals.

(Note:-**During this period an employee is subject to Performance failing which he will be liable to be terminated from services without discretion or notice or as per reporting authority discretion**)

Post Probation:

The Notice Period post and after confirmation from the organisation that you are a permanent employee will be 30 days.

(Clause / Note: **All these are subject to approvals and an employee is liable to be terminated on grounds of performance or if any reason stated by the reporting authority without prior notice or reasons deemed fit on the discretionary clause or norms of the organisation.**)

You may quit the services of the Company at any time by providing a 15 days or salary in lieu thereof **during probationary period**. You will be termed as a "Probationer" during this period (First 3 months)

You may quit the services of the Company at any time by providing notice of 30 days or salary in lieu thereof **post probation**. Notice period buyout / salary in lieu, is not a matter of right and will be at the discretion of the management and subject to an approval by the management of the company.

However, the company may conclude its employment with you at any time without assigning any reasons with due notice or salary in lieu thereof.

However, on your resignation, the company reserves the right to relieve you from your duties from such date as it may deem fit, even prior to the expiry of the notice period without assigning any reasons or CTC thereof.

Full and Final Settlement:

Normally the F &F will be settled within 45 days of an employee is relieved irrespective of circumstances where there has to be a mandatory clearance from all departments (IT Asset Handover , Reporting Manager Clearance, HOD Clearance, Finance Clearance and HR as per norms). This also includes the case of providing experience /relieving letter and vice-versa.

Termination Policy:

It is agreed that early termination of employment contract /letter of offer /agreement signed by an employee (New Joiner) shall be possible on any of the following basis: -

- 1) The dissolution or liquidation of the company
- 2) The death or total disability of the individual employee
- 3) A Material Breach by an employee of any of the terms of the agreement (offer letter) or due to action, inaction or conduct of the employee amounting to just cause
- 4) Improper personal conduct which is of such a serious and substantial nature that it would injure the reputation or be the materially detrimental to the company or the financial position of the company at company's discretion
- 5) At any time with the mutual written consent of both parties or;
- 6) Upon 15- & 30-day's written notice, for any reason by either party (15 days before probation & 30 days after probation). The Termination can happen during probation and post probation
- 7) On 7 days' notice in case of pandemic, possible pandemic or other economic reasons relating to large loss or possible loss of business operations for the company. The Parties agree that the company in their sole discretion may choose to temporarily suspend the contract in lieu of termination of contract, pursuant to this clause
- 8) Separation at 1 Months' Notice on either side or by paying notice pay thereof (Notice Period can be 15 days to 1 Month and short notice pay could be only on Gross Salary)

9) If an employee remains on unauthorized leave for more than 10 days, deemed to have left the job and services are liable to terminated without intimation. No Notice Period Pay need to be paid, but Notice Pay can be recovered (Notices need to be served in the form of Show Cause Notice through a HR /Advocate to avoid any legal hassles)

Such a termination shall not prejudice any other remedy to which the terminating party may be entitled; either by law, in equity or under this Agreement. The company reserves the right to terminate your services at any time for reasons such as poor performance, delinquency or disciplinary reasons and in such cases the company is not obligated to serve you any notice or CTC thereof.

Separation:

On separation, (by retirement, resignation or otherwise), you are required to immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, or records, etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items.

Pre-condition for Employment: The terms and conditions laid out are pre- conditional for employment. The offer is valid only after you sign the Non- Compete and Inventions agreements at the time of issuing the offer. A copy of the agreements can be made available to you for review.

We request you to submit the following documents to us at the time of your Joining Date:

- Photocopies of your highest educational qualification.
- 3 passport size photographs of yourself.
- Relieving letter from previous employer
- Recent 6 months' payslips
- Proof of age
- Existing Account Details
- PF account details
- 2 doses of Vaccination Certificate
- Address Proof and ID Proof
- Income tax deduction certificate of previous employer

We are excited to have you board with us quickly and welcome you to the **Pigeon Education Technology** family. Kindly confirm your acceptance of the above Conditions by signing and returning the duplicate copy of this letter.

**ANNEXURE 'A' –
SALARY**

COMPONENTS	PER MONTH	PER ANNUM
Basic Salary	11,092	1,33,104
House Rent Allowance	5042	60,504
Conveyance Allowance	1600	19,200
Medical Allowance	1250	15,000
Special Allowance	1184	14,208
Variable Pay	20,168	2,42,016
Gross Salary to an Employee	40336	4,84,032
Employee Deduction		
Provident Fund Employer	1331	15,972
Cost to Company (CTC)	41,666	5,00,000

(Note: Employee PF, Professional Tax and TDS will be applied on CTC as per the Income tax rules and regulations)

For and on behalf of the Management

Authorised Signatory



Mr. Soubhag sudhy

Human Resource

Pigeon Education Technology, Bangalore.

I hereby accept all the above

Signature

**Pigeon education Technologies, No.293/154/172, Outer Ring Road,
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