



Date: 27 Jan 2021

Viswajith Menon
Palakkath House
Konathukunnu, Thrissur - 680123

Dear Viswajith Menon,

Subject: Offer Letter

Based on your conversations with various team members, Privo TechCorp Private Limited (“Company”) is pleased to offer you (“Employee”, “You”, or “Your”) the position of **Associate** reporting in our **Kakkanad** office under the following terms and conditions.

1. Terms and Conditions:

- a. You will be on probation for a period of three months. Based on your performance, this will become permanent employment with Privo TechCorp Private Limited. The effective date for your new position is **27/01/2021**. Your job location currently is the Company’s office located at the following address:

**Privo TechCorp Pvt Ltd
InfoPark
World Trade Center
Kakkanad-682042**

- b. While in the employment of the Company, you are in no way allowed to be employed by any other company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.
- c. You confirm that you have disclosed fully to the Company all your business interests whether they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

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- d. You will be required to effectively conduct all duties and responsibilities assigned to you by your supervisor/Manager and authorized by the Company to assign such duties and responsibilities.
- e. You will be required to work in **Night Shift**, Monday to Friday and such other hours as may be reasonably required to complete your business duties or as required by clients (time zone) you are assigned.
- f. You further commit to work for the Company for a duration of at least 24 months to the best of your ability, meeting all required deadlines, having minimal off days and minimal errors.
- g. Your services shall be terminable by either party giving the other two months (60 days) notice or basic salary in lieu thereof **at the sole discretion of the Company**. However, no such notice or notice pay shall be payable in case your services are terminated on account of commission of any misconduct or non-performance by you.

2. Confidentiality

- a. On the first day of your employment you will be required to sign the Company and/or Client Non-Disclosure, confidentiality and non-compete agreement that protects our client's intellectual property.
- b. The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information about their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.
- c. You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise, relating to the Company except with the prior approval of the management.
- d. Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

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- e. The terms of this offer are strictly confidential between **you and the Company**. Your remuneration is purely a matter between **yourself and the company** and has been arrived at based on your job, background and professional merit. We expect you to maintain this information and any changes made in that from time to time as personal and confidential.
- f. You will abide by the information security policy of the company and all the rules and regulations contained there in. Since the company works with highly sensitive information, you are expected to keep all information confidential and not remove from the office premises any data or information or access any data from remote locations without prior permission/authorization from the company. Each of these terms can be grounds for termination. The company expects you to abide by the Intellectual Property Rights of your current/previous employer, and strongly discourages you against utilizing or bringing into the Company, manuals, documents, papers, memos, files etc., which are classified.

This offer is based on the information supplied by you in your application for employment. Your continuance in employment is subject to maintaining clean criminal and financial records. All other terms and conditions will be governed by the Company's policies, Code of Conduct, rules and regulations as stated from time to time. Violation of any of the above terms and conditions will render you liable to the termination of your employment without notice or compensation thereof this offer will otherwise be treated as null and void if a material error, in the management's opinion is discovered and/or due to non-disclosure of relevant information about you to the Company.

Salaries will be paid by the 5th of every month in arrears. You will be expected to work the night shift or timing as determined from time to time.

The total maximum CTC compensation will be up to **₹ 150,000** per annum which includes the Fixed CTC upto **₹ 150,000** per Annum and variable CTC upto **₹ 0** per Annum.

Note: Note: A sum of Rs.750/- will be deducted from your pay half yearly as per the rules of Kerala's professional Tax

You are expected to provide your dedicated efforts, abide by the rules and regulations of the company

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and stay focused on customer satisfaction. Should you choose to accept this offer, please sign this letter in the space provided and return a copy to us within two business days of receipt.

We look forward to seeing you succeed in this new position with Privo TechCorp Private Limited. Your KRA (Key Responsibility Areas) will be defined and circulated by Management.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mridhul Prakash', written over a light blue rectangular background.

Mridhul Prakash
(Managing Director)
Date: 27 Jan 2021

Agreed to and Accepted by

A handwritten signature in black ink, appearing to read 'viswajith menon', written in a cursive style.

Viswajith Menon
Date:

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ANNEXURE-1

Name : Viswajith Menon		
Designation : Mortgage Processor. Infopark, Cochin.		
Components	Monthly	Yearly
Basic	₹ 7,500	₹ 90,000
HRA	₹ 5,000	₹ 60,000
Conveyance	₹ 0	₹ 0
Medical Conveyance	₹ 0	₹ 0
Special Allowance	₹ 0	₹ 0
Incentives (Subject to Performance)	₹ 0	₹ 0
Total CTC	₹ 12500	₹ 150,000
Employer Contribution		
Provident Fund	₹ 900	₹ 10,800
Gross CTC (A)	₹ 11,600	₹ 139200
Employee Deduction		
Provident Fund	₹ 900	₹ 10,800
PT	₹ 125	₹ 1500
ESI	₹ 0	₹ 0
Total Deduction (PF+ESI+PT) (B)	₹ 1025	₹ 12300
Net Salary (A-B)	₹ 10,575	₹ 126900

*** Note:** An incentive of ₹ 0 will be paid monthly which is subject to your performance. This amounts to ₹ 0 p.a. and is included in the specified CTC ₹ 150,000 (Cost to Company).

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