



G SQUARE

PERSONAL & CONFIDENTIAL
GST/HR/AL/23-24

Mr. Vishwraj Sanjay Shikhare,

Welcome to G SQUARE!

Further to our discussions on **16th August 2023** we are pleased to give you this letter of appointment setting out the details of your employment with our company. You are being appointed to the position of **Trainee Engineer**.

This appointment takes effect from **21st August 2023** with a CTC of **2,50,000 LPA**.

At G SQUARE TECHSYSTEMS PVT. LTD we believe we have an opportunity of building a global world-class company. Being an open & communicative organization - our ethos encourages, promotes, and rewards empowerment, initiative, flawless execution, and leadership. We promise to provide you a platform to grow and fulfill your personal and professional goals.

Please accept the endorsement by duly signing the duplicate copy of the letter. Sincerely Yours, For

G SQUARE TECHSYSTEMS PVT. LTD.



Authorized signatory

Office No. 404, Pentagon tower-2, Magarpatta city, Pune Maharashtra 411013



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ANNEXURE – B

1. Code of Conduct:

- (a) Your salary is strictly confidential.
- (b) You will be required to work up to 200 hours in a Calendar month and such hours as may be reasonably required to complete your business duties.
- (c) You will devote full time to the work of the company and shall not undertake any other direct/indirect business or work, honorary or remunerative, except with the written permission of the Company.
- (d) You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.
- (e) You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
- (f) You will forthwith inform the Company of any change in your permanent and temporary residential address.
- (g) You will observe work timings and holidays as applicable to your location and place of work. You will observe shift timings as communicated to you by your supervisors from time to time depending on the exigencies of work.
- (h) You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.
- (i) Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.
- (j) You are required to have good office etiquette and dress appropriately and also behave professionally and in a dignified manner in the office and surroundings.

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2. Transfers:

- a) Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, organizations with whom the company has transactions, whether the office, subsidiary, associate or organization is in existence today or is to be set-up hereafter. While every attempt will be made to give you reasonable advance notice of such transfer, however, in case of emergency such transfers may be made effective immediately.
- b) On your transfer to any other place, you will observe the working timings and holidays as applicable to the location and place of work where you have been transferred without any change in remuneration.

3. Probation

You will be on probation for a period of **six months from DOJ**. If your performance during the probation is not found satisfactory, your probation period may be extended at the discretion of the management. During probation period your services are terminable anytime with three months' notice period on either side without assigning any reason. Upon satisfactory completion of the probation period, you will be confirmed in the service of the company.

4. Service Agreement:

As and when called upon to do so, you agree to sign service agreement (s) requiring you to serve the company for specified period (s) in the event that you are deputed on company's project/ assignment abroad and/ or in the event that you are given training by the company for any purpose in India/ abroad. In such event, if the specified period has not expired at the time you desire to leave the company's services, and then the provisions of any such agreement(s) signed by you shall govern your leaving the company's services. The service agreement(s) shall be in the form prescribed by the company and the company reserves the right to alter or modify the conditions therein.

The salient features of the said agreement (s) are as under:

1. You will be required to undergo various specialized training, which the company may arrange for you from time to time.
2. You will be required to work on any project/ assignment in India or abroad on which the company may depute you from time to time.
3. You will be required to work with company for specified period (s) after completion of any such training and/ or deputation to any project and / or assignment.
4. In case of breach of any of the conditions of such agreement (s), you will be required to pay to the company a reasonable sum as liquidated damages as specified and agreed upon in such service

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5 Jurisdiction:

The jurisdiction concerning any dispute arising out of your employment shall be the courts in Pune only.

6 Other Governing Rules & Regulations of this Appointment:

1. APPOINTMENT IN GOODFAITH:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

This offer and your employment with the Company are conditional upon the satisfactory completion of a reference and background check.

The appointment and its continuance are subject to your being found and remaining medically (physically and mentally) fit. The company reserves the right to ask you to undergo medical examination if and when considered necessary.

This appointment is subject to your not being a partner or relative of a Director of the Company within the meaning of Section 314 of the Indian Companies Act, 1956.

2. RETIREMENT and TERMINATION OF SERVICES:

- i. You will retire from the services of the company on attaining the age of 58 years without any notice whatsoever from the company.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies



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as it deems fit to protect its legitimate interest.

- iv. During the period of your services with the company your services can be terminated by either party with a minimum notice of Ninety days in writing. The decision of salary in lieu of such notice lies entirely with the company.

Your services can be terminated without any notice or pay in lieu thereof if the management finds that the information given by you at the time of application or at the time of interview is incorrect. If at any time you shall by your conduct render yourself incompetent to perform your duties, or if you are found to be dishonest, disobedient, intemperate, irregular, in attendance, commit any breach of the terms and conditions of your appointment, or any of its stipulations herein or conviction in any court of law for any offence involving moral turpitude, without prejudice to any of the rights herein then the company shall be entitled to terminate your employment without notice or payment in lieu of notice without any compensation and also to deduct from your salary and any other emolument due to you the amount for any loss the company may have sustained. You cannot abstain from work without prior permission. Any such incident will be dealt legally, in such case the company will decide on your termination and appropriate notice pay will be recovered. No relieving letters will be issued in such case. In case of resignation from your side you will be required to work till the end of the notice period and any leave of absence during that time need to be compensated by additional working days.

During notice period working, you will be eligible for 50% of your monthly salary for the reason to arrive at the final computation and calculation of the notice period. However, on successful completion of the notice period of 90 days you will be paid with the remaining balance salary of 50% post computation and calculations. Any overtime payments will also be calculated as per the company policy.

3. LEAVE/HOLIDAY RULES:

You are entitled to leave and Holidays in accordance with the Company Rules.

4. REVIEWS & REVISIONS:

You agree that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf. Increments are not automatic but will be based solely on efficient, satisfactory and loyal discharge of duties as assessed by our performance appraisal systems. You also agree that any remuneration hike is also subject to the overall performance of the company.

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5. INTELLECTUAL PROPERTY RIGHTS:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvements and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.

You agree that you will treat all information, technical and non-technical about the company its clients, products, services as strictly confidential. You also agree that you will adhere to the data privacy laws and Information Technology laws pertaining to data protection in India. You also agree that as part of your employment with the company you will sign any other document which would require the company in filing of its IP rights in India or Globally across different jurisdiction.

6. OVERSEAS ASSIGNMENTS:

In case you are sent on Employment visa to any country outside India, your Indian salary for the period of your deputation will be discontinued.

7. INTEGRITY:

You confirm that you have disclosed fully all your business interests whether or not they are similar to or in conflict with the business or activities of GST. You also agree to disclose fully any such interest or circumstances, which may arise during your employment.

By accepting this offer you are certifying to maintain customer exclusivity and to this end you shall neither solicit business nor offer any product/services and/or conduct any business whatsoever, either directly or indirectly with any of G SQUARE TECHSYSTEMS PVT. LTD clients' or third party exposed to you during the validity of this agreement and for a minimum period of 2 years thereafter.

Upon leaving the Company, you will not take with you any drawing, blue print or other reproduction or other data, tables, calculations, letter or other documents or any other

writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.

8. SECRECY/CONFIDENTIALITY:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company

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including development, process reports and reporting system and you will during the course of your employment hereunder also use your best end eavour to prevent any other person from doing so. Failure to do so on your part may result in legal action against you and the person to whom the information was divulged.

9. RESTARIN:

i. Access to Information:

Information is available on need-to-know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. You will under no circumstances carry any work home unless specifically requested by your manager. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. You may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

10. ANTI-SEXUAL HARASSMENTPOLICY:

G SQUARE TECHSYSTEMS PVT. LTD strictly follows the Government instructed Policy on Sexual harassment and it is on any unsolicited or unwelcome verbal comment, gesture or physical contact of a sexual nature. Criteria to be used in determining whether an action constitutes unlawful behavior are detailed in the Company's Rules & Policies.

Any employee who has experienced sexual Harassment will report the incident / matter to his Immediate Superior or to the Human Resources without any fear of reprisal. The complaint will be treated confidentially and a prompt & fair investigation / enquiry will be carried out and any employee or agent of the company found guilty at the end of the investigation/enquiry will face strict disciplinary action.

You can hereby agree that violation in any material respect of this agreement would cause G

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SQUARETECHSYSTEMS PVT. LTD and/or its customer's irreparable injury of which it would have no adequate remedy at law and in the event of any such violations, G SQUARE TECHSYSTEMS PVT. LTD will be entitled to preliminary and other injunctive relief in addition to any other remedies to which G SQUARETECHSYSTEMS PVT. LTD may be entitled at law or in equity. In the event of any violation of this agreement by you, you shall be liable for any loss, financial or otherwise, suffered by GST

Any commitments made to you during your interview process or during your tenure at GST, unless documented, would be invalid.

Please return the duplicate copy of this letter duly signed in token of acceptance of the terms and conditions of employment.

Yours faithfully,
For **G SQUARE TECHSYSTEMS PVT. LTD.**



Employee Signature

Authorized signatory

Accepted:
Date:

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Salary Structure

Name : Mr. Vishwraj Sanjay Shikhare
Designation: Trainee Engineer

Particulars	Per Month	Per Annum
Total Cost to the company	20833	250000
Basic Salary	15000	180000
House Rent Allowance	750	9000
Conveyance/ Transport Allowance	1200	14400
Lunch Allowance	1000	12000
Miscellaneous Allowance	406	4872
Gross Monthly Salary (A)	18356	220272
EPF & EPS Contribution	1800	21600
Esic employer	597	7159
Other Benefits (B)	2397	28759
Total Earnings (C=A+B)	20753	249031
Deductions		
PF Employee Contribution	1800	21600
Professional Tax	200	2500
Esic employee	138	1652
Total Deduction: (D)	2138	25752
NET SALARY (A-D)	16218	194520

Note :

1. Gratuity will be paid as per Provisions of Payment of Gratuity Act
2. IT deduction as applicable

Note: Eligibility for benefits would be as per company policy.