

Private and Confidential

## **Offer Letter for Position of Academic Expert -English**

Date: 30<sup>th</sup>- May-22

Miss. Saheen Sareen,

Pipili,  
Pipili,(N.A.C.)  
Pipili, Puri,  
Odhisha-752104

Dear Saheen Sareen,

**Subject:** Offer Letter for Position of Academic Expert- English.

We are pleased to offer you the position of Academic Expert- English with us here at NCR Eduservices Pvt. Ltd. where we hope you will enjoy your role and make a significant contribution to the success of the business. Your role will involve online tutoring and content development work primarily

You will be based at **First floor, C-40, Sector-58, Noida-201307, and U.P.** but may be required to work at such other locations within Delhi/NCR region as reasonably determined by the needs of the business.

### **Probationary Period**

A Six months Probationary Period will apply to this role. During this time, you will receive advice, training and guidance to help you become familiar with, and competent in, performing the work you have been appointed to do. The appointment is subject to the satisfactory of the Probationary Period which itself is subject to termination during any stage, upon immediate basis in writing, or by payment in lieu of one-week notice. In case of process ramp down or loss of project, Organization will relieve you with a one week of notice period.

### **Remuneration**

You will be offered an annual compensation of **4.44 LPA + Medical Benefits (Life Insurance + Hospitalization Cover)**

### **Salary Review**

Your remuneration package will be reviewed annually on or about the anniversary of your employment or in accordance with workplace laws.

### **Note:-**

1. It is expected that individual compensation package would not be shared with other employees. The compensation structure is subject to change without affecting emoluments adversely. Disclosure of compensation package to other employee will lead to disciplinary action. Applicable tax would be borne by the employee.
2. Primarily it is work from office but due to covid-19 we are allowing some of our team members to work from home for few days (Subject to approval from the client). Even after approval if you face any issue at home like background noise, power backup and network connectivity then you have to come to the office for sessions during lock down.
3. **The appointment is subject to the satisfactory completion of the Probationary Period which itself is subject to termination during any stage, upon immediate basis in writing, or by payment in lieu of one-week notice. In case of process ramp down or loss of project, Organization can give one-week notice and relieve you from your duties.**
4. Your basics job responsibilities include assignment solving and content development work

## Leave Entitlements

Annual Leave: You are entitled to .5 days/month as sick leave and .5 days/month as casual leave that too after permission with your reporting officer.

## Termination

NCR Eduservices Pvt. Ltd. may terminate your employment by giving 30 days of notice period (or payment in lieu). The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct. Or
- You are in material breach of a provision of this contract, including confidentiality Undertakings.

Following the termination of your employment you will be required to return all company Property.

## Notice Period

In case of resignation, you need to serve minimum 45 days of notice period.

## Hours of Work

It is expected that you will work an average of 54 hours per week during general business hours. From time to time you will be required to work reasonable additional hours or after hours when necessary to perform your duties.

## Privacy

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in Accordance with privacy legislation.

## Company Policy:

NCR Eduservices Pvt. Ltd. has in place a number of company policies and procedures. You are required to comply with company policy. A failure to comply with these policies may result in disciplinary action being taken against you.

## Confidentiality of Information

During your employment you may become aware of information relating to the business of NCR Eduservices Pvt. Ltd., including but not limited to client lists, trade secrets, client details and pricing structures. Confidential information, including client lists, trade secrets, pricing structures and any and all documents created by you in the course of your employment remain the sole property of NCR Eduservices Pvt. Ltd. You shall not, either during or after your employment, without the prior consent of the NCR Eduservices Pvt. Ltd. directly or indirectly divulge to any person or use the confidential information for your own or another's benefit. Non-Solicitation Without the prior written consent of the company, you shall not for a period of 1 Year after the cessation of your employment with the company (howsoever that comes

about) directly or indirectly and whether on your own behalf or in conjunction with or on behalf of any other person which is wholly or partly in competition with any business carried on by the company, its subsidiaries or associated Companies; Canvass, solicit or approach or cause to be canvassed, solicited or approached any client or customer of the company, its subsidiaries or associated Companies about whom you have gained knowledge as a result of your employment with the Company during the course of your employment with the company for the sale or supply of products or services which are materially similar to or competitive with any products or services sold or supplied by the company, its subsidiaries or associated Companies where you have gained knowledge as a result of your employment with the Company of such products or services being so sold or supplied. Each of the restrictions is intended to be separate and severable: if any restriction is held to be unreasonably wide but would be valid if part of the wording were deleted, such restriction will

apply with so much of the wording deleted as may be necessary to make it valid. Outside Employment During your employment you shall devote the whole of your time, attention and ability to the business and affairs of the Company and shall use your best endeavours to promote the Company's interests. You shall not without the previous written consent of the company be concerned or interested directly or indirectly in any way in any business other than that of the Company or accept remuneration for any other employment or service whatsoever, except that you may hold shares or securities in any company which is quoted on a recognized stock exchange or dealt in publicly. Secrecy you shall not either during the continuance of your employment except in the proper course of duty or with the express written consent of the company divulge or make use of any secrets or of any correspondence, accounts, information, connections or dealings whatsoever of the company, its subsidiaries or associated Companies or of any customer or correspondent of any of them or of any knowledge gained in relation thereto during the term of employment and shall not alter, obliterate, spoil, destroy, waste, embezzle, spend or without the express written consent of the company take away from the custody of the company any of the books, papers, writings, accounts, money or other property of the company, its subsidiaries or associated Companies or of any customer or correspondent of any of them.

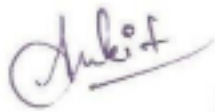
#### Jurisdiction

All disputes are subject to Noida Jurisdiction only.

Welcome and Acceptance

Saheen Sareen, we would like to take this opportunity to welcome you to NCR Eduservices Pvt. Ltd. and wish you a long and rewarding career with us.

NCR Eduservices Pvt. Ltd.



Director

I, Saheen Sareen accept the terms and conditions of this contract.

Signed: Saheen Sareen

Dated: 5th June' 22

A copy is provided for your records.