

Date: 06 Dec 2021

Mr Rahul Kumar Maurya
"98-LOHIYANAGARCOLONY ASHAPUR SARNATH Varanasi U.P
India" 221007
Employee No: 2279828

Dear Mr Rahul Kumar Maurya

OFFER OF EMPLOYMENT

We are pleased to offer you employment in our Organization Teamlease Digital Pvt Ltd., (hereinafter "Teamlease" or "The Company"), as Field engineer subject to the following terms and conditions:

1. Your employment with Teamlease will involve deputation to our Client/s, where you will render services to our client, at their premises, subject to the terms and conditions mentioned below and in accordance to the instructions received by you from us or any other authorized person and you will be bound by our rules and regulations. Your date of Joining would be 27 Dec 2021. Your annual CTC would be Rs. 550008/- PerAnnum (Five Lakh Fifty Thousand Eight Rupees only PerAnnum)
2. Your deputation to our client/s may be extended from time to time, as decided by Teamlease for specified duration and location. During the tenure of your deputation, you will continue to be an employee of Teamlease and your compensation and applicable allowances shall be paid by the Company.
3. You hereby agree to be liable for the following terms and conditions:
 - Fully perform the services, in a professional manner, at the Client's location/s until the completion of the term of the work assignment/ deputation.
 - During the term of the work assignment, you shall render services exclusively to the Client, you are deputed to and in the discharge of your duties, and you shall not have any third party obligation, whatsoever.
 - During the term of your employment, you will be a whole-time employee of the Company and will neither seek nor accept to be employed or engaged in any manner whatsoever, directly or indirectly with any third party either in India or abroad, in any other trade, business, profession or any other employment part time or full time anywhere, in any capacity, either honorary or otherwise, whilst in the services of the Company. The findings of the Company in this respect shall be final and binding. Breach of this condition shall lead to termination of your services by the Company without any notice or compensation.
 - You shall not engage in any conduct which is detrimental to the interests of the Client or Teamlease.
 - You shall not receive payments of any nature directly or indirectly from the Client unless previously agreed to by Teamlease.
 - You shall neither directly nor indirectly accept offers for employment with the Client and/or its affiliates during the period of your work assignment without prior written permission from Teamlease.
 - You shall extend all cooperation to the Client's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively and efficiently discharge your work.
 - You shall during the course of your employment, you can be transferred to any location within the territory of India or outside India as and when required by Teamlease or its client for executing the services provided herein. Report and be present at the designated location during working hours and abide by the rules and regulations as required by the Client and Company.
 - You shall comply with the safety, health and other rules and regulations of the client establishment and Teamlease.
4. You agree to defend, indemnify and hold Teamlease or its Client/s harmless from any and all claims, damages, liability, attorneys fees, and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
5. You shall not engage in any act subversive of discipline in the course of your duty/is for the client within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company reserves the right to initiate disciplinary action as is deemed fit against you.
6. Any dispute between you and Teamlease shall be referred to a sole arbitrator appointed by Teamlease. The arbitration shall be conducted in the English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize Teamlease to make all salary payments required to be made to you by Teamlease, which may include reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.
8. You will be entitled to the employer's contribution to Provident Fund and ESI, if and as applicable, as amended by the Government,

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TeamLease Digital Private Limited. CIN No. U74999MH2016PTC283227

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from time to time. All employees not covered under the ESIC Scheme shall be provided the benefits applicable under the Employees' Compensation Act in case of accidents arising out of and in the course of employment. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislation, Teamlease shall not incur any liability with regards to any Claims under the said applicable labour legislations.

9. Proprietary & Confidential information, and Non-disclosures :

- You hereby acknowledge that by reason of your services with the Company and/or your deputation to its Client/s, you will have access to records, documents, drawings, forms, reports, studies, memoranda, correspondence, manuals, plans, magnetic media and other information sources.
- Such information or documents received by you shall be deemed privileged, classified and confidential information. You shall not, other than with prior written consent of the client or Teamlease, during or after expiry of your employment or termination, disclose any confidential information directly or indirectly to any person, firm, company or third party and shall use such information only for the purposes of carrying out your work at the said client organization. The confidential information includes, but is not limited to, Teamlease or the client's business/es, technical and non-technical information, research project, work in process, future developments, marketing, and customer support strategies; financial information including sales, costs, profits and pricing methods; internal organization, employee and/or customer lists and the client's technology including discoveries, trade secrets, inventions, research and development efforts, firmware, designs, schematics, techniques, manufacturing processes, hardware/software (regardless of media) design and maintenance tools, and hardware/software product know-how and show-how, and all derivatives, developments, improvements, and enhancements.
- You shall not claim ownership to any of the work which was created or developed by you, partially or wholly, during the course of your deputation with the client/s. Teamlease and/or its Clients, as the case may be, shall retain exclusive ownership and rights for work products resulting from the services rendered by you during your employment. Confidential information shall also include information marked 'Confidential' or 'Proprietary' or 'Classified'.
- You shall not disclose, reproduce or use any confidential information for any purpose except solely in connection with your performance during the course of your employment/deployment and for no other purpose. Upon conclusion of your engagement by virtue of your resignation and its acceptance, or termination or project closure, you shall cease to use all confidential information and handover all copies of such information in whatever form, in your possession to the assigned representatives of the Client/Company.

10. You are expected to take proper care of the Client's/Company's properties/assets entrusted to you and/or to carry out your work. In the event of your resignation/termination, you are obliged to return all the company's assets such as access/ID cards, documents, machines, data, files, books, laptop, data card, mobile phone (if provided by the company) in your possession in good condition, or reimburse the value of the same. You shall also officially hand over your job responsibilities to your immediate supervisor, or any other person nominated by the client's management for this purpose.

11. Separation: In the event, you wish to leave the services of the Company, you will be required to give clear written notice of 30 days to the Company. You will be relieved from the services of the Company subject to your:

- a. Handing over the project and knowledge transfer to the client's assigned representative/s in respect of the assignments handled by you.
- b. Obtaining a "No Objection Letter" from the client as a confirmation of your having complied with (a) above.

You are bound to make good the loss suffered by the Company and/or Client and any other charges/liabilities the Company/client incurs if you fail to give such written notice and complete the handover within the prescribed time as mentioned hereinabove. Should exigencies of business so dictate, the Company may require you to serve the entire or part of the notice period as mentioned above.

12. The company reserves the right to have your background verified directly or through an outside agency. If, on such verification, it is found that you have furnished false/wrong information or concealed any material information; your services are liable to be terminated forthwith without any notice.

13. In addition to the terms of the appointment mentioned above, your employment will also be governed by the standard employment rules of the Company. The combined rules and regulations contained in this letter and communicated to you through any associate policy handbook shall constitute the standard employment rules. You are required to read both of them in conjunction.

14. Addresses for communication: The address for service of notice and other official communication to the Company shall be the address of the Registered Office of the Company. The address of communication for service of notice and other official communication is the address set out as above and your present residential address, as per our records. In the event there is a change in your address, you shall inform the same in writing to the Company. The address last furnished by you shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

15. Female employees shall be entitled to maternity benefit in accordance with the Maternity Benefit Act 1961

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16. Gratuity will be paid as per Gratuity under POG Act.

17. You are requested to submit attested photocopies of the following documents:

- Education Certificates - Mark Sheet and Degree / University Certificates of 10th Std, 12th Std, Bachelor's / Master's Degree
- Appointment / Salary Revision / Experience / Relieving letter of previous employers
- Last 3 months' payslips
- Photo ID Proof, Address Proof, Date of Birth Proof
- Copy of resume
- Passport Copy, PAN Card Copy, Aadhar Card Copy
- Previous UAN No.
- Passport size photographs

We at Teamlease would like to create an environment and culture committed to co-operation, quality, and responsiveness that permeates every activity. As a new entrant, we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy signifying your consent for having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send in the signed acknowledgment to our Bangalore Address, mentioned below. In the event, we do not receive your acknowledgment copy within a period of 15 days from the date of joining; your assignment at Teamlease with the acceptance of your first salary from Teamlease will be conclusive proof of your acceptance in accordance with terms and conditions.

Teamlease neither accepts any consideration in the form of cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event, you have paid any such amount to any employee, officer, representative of Teamlease kindly bring the same to the immediate notice of your superiors or report the same to Teamlease through email or through the numbers provided to you.

Wish you all the best.

ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For Teamlease Digital Pvt Ltd

Accepted and Agreed



Ravi Vishwanath

(Authorized Signatory)

Signature and date:

Name: RAHUL KUMAR MAURYA

Salary Annexure

Employee No: 2279828

Particulars	Amounts
Basic	261204
House Rent Allowance	104484
Special Allowance	135132
Gratuity	12564
Employer PF Contribution	21600
Insurance	12420
PF Service Charges	1800
Employee Compensation	804
TotalAmount	550008
Amount In Words(Rs)	Five Lakh Fifty Thousand Eight Rupees

Particulars	Amount
Basic	21767
House Rent Allowance	8707
Special Allowance	11261
Gratuity	1047
Employer PF Contribution	1800
Insurance	1035
PF Service Charges	150
Employee Compensation	67
TotalAmount	45834
Amount In Words(Rs)	Forty Five Thousand Eight Hundred Thirty Four Rupees

Net Pay Annexure

EARNINGS	Amount
Basic	21767
House Rent Allowance	8707
Special Allowance	11261
Gross Earnings	41735
DEDUCTIONS *	Amount
Employee PF	1800
Total Deduction	1800
Net Salary	39935

* Income-tax deductions, if applicable, will be as per the Income-Tax Act, 1961

** Annual components (like LTA, Medical Reimbursement) would be payable on claims and will be considered for exemption under Income Tax subject to receipt of valid bills for the Financial Year if applicable

Note : This statement is only for the purpose of information and is illustrative in nature

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Date: 06 Dec 2021

Mr Rahul Kumar Maurya
"98-LOHIYANAGARCOLONY ASHAPUR SARNATH Varanasi U.P
India" 221007
Employee No: 2279828

Dear Mr Rahul Kumar Maurya

Letter of Deployment

We are pleased to deploy you to our client Nayara Energy Limited effective 27 Dec 2021 at Varanasi, subject to the following terms and conditions:

Further to the conditions set out in your offer of employment, you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 06 Dec 2021, until further notice.

In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from our client/s through their assigned representative/s and hereby agree to follow the client's workplace rules and regulations; and agree to undertake any suggestions during the course of your work, throughout the tenure of your deployment.

You will be bound by the working hours of the Client's organization.

You are mandatorily required to fill timesheets as per the client policy and have it be your responsibility to have the same approved by the assigned representative at the Client organization, in a timely manner and by the prescribed cut-off date/s and time/s, without any follow-up to do so. You shall ensure that the hours filled-in are accurate, and based on actual hours. Salary is payable only for efforts approved by the Client.

At the client location, you will be issued an Employee/Contractor ID. You will be required to use the same to log-in to submit your timesheets on the client portal and for daily tracking/reporting of your work. Your tasks will be identified against a work order number, at all times.

For Teamlease Digital Pvt Ltd



Ravi Vishwanath

(Authorized Signatory)

Accepted and Agreed

Signature and date:

Name: RAHUL KUMAR MAURYA