



Offer of Employment

June 11, 2024

QI-HR1178713/2024

Mr. Sandeep CS,
Amar Sundaram, Tank Street,
Kodambakkam-6000024

Dear Sandeep,

Congratulations! After speaking with numerous applicants for this role, we are truly pleased to offer the position to you. Your selection is based on your accomplishments, experience and skills you possess that we value and embrace. We hope that you are equally pleased by this news and eager to get started on your new career at Quest Global, where we work every day to make the impossible possible. Your journey to becoming an integral part of our aspirational team begins today. Welcome!

1. Commencement and Duration

- 1.1. Your employment will commence with effect from **July 8, 2024**.
- 1.2. The Employer reserves the right to amend the term of employment should it be deemed necessary. Any such amendment shall be shared / communicated / provided by Employer to you in writing.

2. Role Details

- 2.1 You will be appointed as, **Senior Engineer** this role is evaluated at **1C** in the Quest Global' grading structure. In this role you shall report to **Project Leader**.
- 2.2 Your Base location would be **Quest Global Office, Bangalore**. You will be expected to work at any of the Quest Global or Customer location on a temporary or permanent basis dependent upon the business or customer requirements of the role with as much notice as reasonably possible.

Quest Global Engineering Services Private Limited

CIN: U74900KA2014PTC076219

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Ph.: +91-80-67090000; Fax: +91-80-67093200; Email: info@quest-global.com

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3. Remuneration

- 3.1 You will receive an **Annual Total Gross Salary (TGS) INR 1300000 (Rupees Thirteen Lakhs Only)**, taxes as applicable. Details of remuneration are as given in Annexure – I.
- 3.2 Employer will deduct from the total remuneration such amounts as are required to be deducted as source under the Income Tax Act or any other law for the time being in force in India.
- 3.3 You will be paid monthly in arrears by bank transfer to the nominated Bank Account on the last working day/banking day of each month, unless advised otherwise.

4. Benefits

- 4.1 *Annual Leave*: You will be eligible for Annual Leave as per the Employer's Leave Policy, the policy however can be modified time to time at Employer's discretion.
- 4.2 *Holidays*: You are entitled to Public Holidays applicable at India every year at the regular rate of pay. If placed at a customer site you must follow holidays observed by customer.
- 4.3 *Medical Benefits*: You will be entitled to Medical, Accident & Life insurance coverage as per the Medical Insurance Plan in place, the Plan however can be modified on yearly basis at Employer's discretion. Benefit details are given in Annexure I.

5. Work Hours

- 5.1 Your working time shall generally be 47.5 hours per week (Monday through Friday) and the general shift daily working hours are from 9:30 to 19:00 including half hour of lunch break.
- 5.2 You should however be aware that you can be required to work in different shifts as per Quest Global shift policy to such an extent as the position requires.

6. Accountability & Ownership

- 6.1 You should perform such duties and conform to such directions and instructions as may be assigned to by the Employer or by such officers who are placed in authority over you. The management will be within its rights to allot any additional jobs within your department or in any other department. Employer expects you to take complete accountability & ownership within the team and the business.

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7. Transfer

7.1 You will be initially posted at Bangalore. However, please be aware that you can be transferred at any time from one role to another, from one department to another, from one location and establishment to another, owned, operated or managed by the Employer, or any of its associated Companies in India or abroad. On such transfer Employment will be governed by the terms and conditions applicable to that role, department, location, and establishment.

8. Personal Data

8.1 As a part of your employment and for any legitimate purpose associated with employment, Employer will keep and process your personal information including sensitive data. Employer maintains, to the best of its knowledge and belief, appropriate precautions to ensure the security and confidentiality of your personal information.

8.2 This data will only be made available to authorised persons within the Employer, parties providing services to the Employer (such as pension, benefits and payroll administrators), regulatory authorities and as required by law. The Employer may, as appropriate, transfer such data to and from any of its associated companies.

8.3 You will have the right, with limited exceptions, to access and, if necessary, update the personal information held. To make sure that the records are kept up-to-date and to adhere the local compliance, you should immediately inform the Human Resources in writing of any changes to personal details or circumstances such as contact address, contact number, academics, family and dependents information. Any communication or notice required to be forwarded to you will be made to the address in the official records.

9. Transport Service

9.1 You can opt for the transportation facility provided by Quest Global based on the availability of seats and the preset standard routes. The cost of transportation will be borne by you, cost details and the routes would be as per the Quest Global Policy.

10. Exclusiveness

10.1 You will be on an exclusive employment of the Employer and will not engage alone or in company with any other person in any work or business similar to, or directly in conflict with, the interests of the Employer in any manner.

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11. Termination of Employment

- 11.1 Your association with us is crucial and any separation without notice on your part would cause irreparable damage to the company. During the period of your employment, by giving a written notice of three months or salary (basic salary) in lieu thereof your services may be terminated, by either side. In the event you have any incomplete assignment; company will have the discretion to relieve you only at the end of three month notice period. However, at any point of time, your services may be terminated by the Company with immediate effect for any of the terms and conditions is found to be violated and /or for any disciplinary reasons at any time without notice or payment in lieu thereof.
- 11.2 Employer and Employee are obliged to give the notice as a written notification. In conjunction with the termination, you must immediately deliver to the Employer all working material which you have produced while in employment, copies thereof and all other material related to the Employer, which you have in your possession. The same applies to work tools which the Employer has provided to you with, such as cellular phones, laptops etc
- 11.3 Employer has the right to terminate the employment with immediate effect in case of breach of company policy or gross misconduct by you, OR if you are absent from work for 10 or more working days continuously without leave/authorization from the Employer and/or without sufficient reason, it will be presumed that you have voluntarily given up the employment in the company and your name shall be removed from the payrolls / other records of the company from the start date of your absence.

12. Superannuation

- 12.1 Unless terminated earlier for any reason, you will retire from the services of the Employer on attaining the superannuation age [58 years], for this purpose the official record of you date of birth available in Employer records will be treated as conclusive proof of your age.

13. Dispute

- 13.1 Employer & you have agreed, disputes relating to the employment shall always be settled in accordance with the laws of India and the courts of Bangalore shall have the jurisdiction.

14. Conditions on Employment

- 14.1 At all times, you shall be governed by such service conditions of Quest Global, as may be in force from time to time. You will also carry out and abide by any instructions, , Code of Conduct, office orders and policies & processes issued by the Management from time to time and the same will be deemed to be a part of your employment service conditions.

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- 14.2 Your continuation in service will also be subject to satisfactory background verification of your credentials, testimonials, etc., and the details given by you in your application form as per the declaration solemnly affirmed by you therein.
- 14.3 Your services shall be terminated without notice if at any time you have been found to have concealed any material information or to have given any false information.
- 14.4 You must sign the standard Non-Competition & Non-Disclosure Agreement. Employee(s), whose spouse(s)/partner(s) or immediate family member(s) is/are part of competitor companies, with Quest Global, shall have more obligations to maintain Quest Global information in Confidence since they are privy to some highly sensitive business information that shouldn't be shared with competitors. The employee is obligated to keep Quest Global informed about the company in which his/her spouse/partner/immediate family member (Parents/Siblings/Children) is/are working, when there is prima facie conflict of interest, by writing to HR-Policy@Quest-global.com.
- 14.5 You must submit the following documents before the date of joining in Quest Global On-boarding portal:
- Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
 - Passport Photo Copy
 - Passport Size Latest Photographs (2)
 - Salary Certificate & Service Certificate from Past employers
 - Relieving Letter from Last Employer.
 - ID Proof [Driving License, Passport, PAN Card]
 - PAN Card & Aadhar card (Mandatory)

For Quest Global Engineering Services Private Limited.

Jagadish Kadagatti

Senior Manager - Talent Acquisition

I confirm and accept the above terms and conditions.

Name: **Sandeep CS**

Place:

Signature

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Annexure - I
Compensation & Benefit Details

Employee Name : Sandeep CS

Salary Components	Monthly (INR)	Annual (INR)
(A) Basic Salary (BS)	40498	485981
(B) House Rent Allowance (HRA)	20249	242991
(C) Conveyance Allowance (CA)	1600	19200
(D) Leave Travel Allowance (LTA)	8333	100000
(E) Food Coupon	2200	26400
(F) Telephone / Internet Allowance	1250	15000
(G) Other Allowance	19635	235609
(H) GROSS SALARY(H=A+B+C+D+E+F+G)	93765	1125181
(I) Employer Contribution to Provident Fund (PF)	4860	58320
(J) Employer Contribution to Gratuity	1948	23376
(K) RETIREMENT BENEFITS : (K=I+J)	6808	81696
(L) Employer Contribution to Medical Insurance Premium *	673	8076
(M) Bonus / Ex-Gratia	0	0
(N) FIXED GROSS SALARY(FGS):(N= H+K+L+M)	101246	1214953
(O) TOTAL VARIABLE PAY (TVP)**		85047
(P) TOTAL COST TO COMPANY (TCC): (P=N+O)	108333	1300000

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*Other Allowance includes optional contributions towards NPS and Car Lease.

The tax exemption aspects of sodexo vouchers or food coupons fall under the ambit of Income Tax Act. These coupons are usable only for meal or snacks or non-alcoholic beverages during working hours at office or business premises or only at the eating joints. Sodexo coupons are not transferrable.

**Total Variable Pay includes components aligned to Quest Global performance, Unit or Department performance and Individual Performance. This is governed by the variable pay policy for the year.

Your monthly deduction from salary towards Medical Insurance premium would be **INR 625**. This is as per your current Band; the amount will change accordingly in case of Band change.

You are eligible for benefits coverage as per Quest Global Band. For your current Band the coverages shall be:

- Group Medical Insurance cover of INR **300000**
- Group Personal Accident Insurance cover of INR **2000000**
- Group Term Life Insurance cover of INR **2500000**
- Employee Deposit Linked Insurance covers as per statutory requirements.

Note: Income tax liability of allowances / reimbursements will be considered in light of the existing tax laws. In case any tax has to be recovered for any allowances / reimbursements, either because of changes made to the law by the Govt. of India or pursuant to an order by an Income Tax Officer or any responsible officer of the Income Tax Department, then the same will be recovered from employee's salary, either with retrospective or prospective effect, as the case may be.

Declaration: All aspects of Quest Global policies provided in this document are intended to provide indicative details. The ownership and right for implementation of these policies rests with Quest Global alone. Quest Global reserves the right to make changes to the policies, including but not limited to withdrawal of the same, from time to time with or without prior notice.

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Annexure

We are excited to welcome you to Quest Global fraternity where a bundle of opportunities are waiting for you.

As you are identified for our elite customer, we wish to inform you that completing Background Verification is a mandatory pre-requisite for us to onboard you at Quest Global.

Listed below are some simple actions which can expedite your joining at Quest Global:

- Check your inbox or spam folder if you have not received any email in your inbox from one of our authorized background screening vendors.
- Login to their portal and follow the guidelines to provide all information & documents, within 1 working day.
- Make sure all information is accurate and up-to-date (Past-employment period, CTC, etc.)
- Do ensure that details filled in the background verification form is matching with the documents submitted, else it is likely that the application for the verification will be rejected.
- Contact details provided for every check should be correct and active (past employer/reference check/address check)
- Inform all the referee's to be prepared for a verification call/email/visit from the BGC vendor.
- If any additional information is required by the screening vendor, please provide the same in 1 working day.
- The offer letter should be accepted in the itracQ tool within seven (7) working days upon receipt of the letter, failing which the offer stands cancelled.

The above-mentioned screening process has to be completed within fifteen working days of this offer release, so please begin today. A delay in uploading documents may delay your start date.

Your support in completing the background verification is appreciated. Should you have any questions or need clarification on any points, feel free to reach out to us for assistance. We'd be happy to help. In the meantime, please once again accept our congratulations and a hearty welcome. We look forward to you joining the Quest Global team soon!

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