



## Offer of Employment

Mar 4th, 2025

Mr. Samarth Pawar,

206, Paradise Tower CHS, Colbad road, Khopat, Thane West, Thane Maharashtra - 400601

Dear Samarth,

**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 **May 12th, 2025**.

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, Bengaluru**. 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

**Reg. off. Address:** AEQUS Special Economic Zone, No.437/A, Plot No.2 Hattaragi Village, Hukkeri Taluk, Belgaum KA 591245

**Communication Address:** 2nd Floor, Primrose-7B, EmbassyTech Village, Sarjapura Marathahalli Outer Ring Road, Devarabeesana Halli Bangalore 560103, Karnataka, India 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 **1600000 ( Sixteen Lakh only)**, taxes as applicable. Details of remuneration are as given in Annexure – I.

3.2 This annual gross compensation includes a Variable / Sales incentive upto **INR 104673 (One Lakh four thousand six Hundred seventy three only)** and will be paid as per company's current Variable / Sales Incentive payout policy.

3.3 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.

3.4 You will be paid monthly salary by bank transfer to the nominated Bank Account on the last working day/banking day of each month, unless advised otherwise.

3.5 Your individual remuneration is strictly confidential.

### 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 standard working hours shall generally comprise 45 hours per week, from Monday to Friday, with the usual daily shift scheduled between 9:30 AM and 7:00 PM. However, these working hours may

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vary based on the requirements of your location or project.

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.

## 7. Transfer

7.1 You will be initially posted at **Bengaluru**. 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

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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. Intellectual Property

9.1 You acknowledge and agree that all intellectual property rights created during your employment with the Company shall be the sole and absolute property of the Company (“Work Product”).

9.2 You hereby assign and agree to assign in the future to the Company all rights, title, and interest in and to all of the Work Products. To the extent permitted by applicable law, any moral rights in relation to the Work Product shall also vest in the Company.

9.3 You shall, at the Company’s expense, assist the Company in every proper way to secure and maintain the Company’s rights to the Work Product, including executing all necessary documents and applications in this regard. Further, you irrevocably appoint the Company as your attorney for the purposes of (a) ensuring that the ownership of the Work Product vests in the Company and (b) to applying for registrations or other statutory protections in relation to the Work Product.

## 10. Data Privacy

The Company requires that you shall observe Data Privacy as per Company policy and applicable regulations, regarding the processing and protection of any personal information and/or data to which you may have access to in the course of your employment, and shall report any infringement relating to the manner in which personal information or other data is processed, to the Company immediately. In the event of any breach of the said undertaking, the Company shall be entitled to take such action against you as per the Company policy, Rules and/or applicable law.

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## 11. ACKNOWLEDGMENTS OF COMPANY PROPERTY/ARTICLES

You will be provided with Company assets viz laptop, data card, mobile handset, tool kit, key or any other property/article to carry out your day-to-day operations and execute a separate acknowledgement receipt to this effect. You shall be lawful custodian of such Company accessories /properties handed over to you during your employment and upkeep the said Company property in proper useable condition, in case of any damage or theft you will immediately or within reasonable time report to concerned person/department in Company. Further at the time of separation for whatsoever reason, you shall deposit all Company property to concerned department or your reporting manager. In case of failure or non-deposit of Company property, Company will have right to recover the same from you or adjust from payables, the amount equivalent to the cost of such property /article without prejudice to exercising other legal rights and remedies available with the Company for recovery of remainder of dues.

## 12. Transport Service

12.1 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.

## 13. Exclusiveness

You shall devote your full time, attention, and efforts to the business and affairs of the Company during your employment. You are strictly prohibited from engaging in any other employment, consultancy, freelancing, or business activity, whether paid or unpaid, for any third party or for yourself, during or outside of your designated working hours, without the prior written consent of the Company.

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This restriction applies to any activity that may conflict with the interests of the Company, impair your ability to perform your duties, or result in the misuse of Company resources, intellectual property, or confidential information. Violation of this clause shall be treated as a material breach of your employment terms, subject to disciplinary action, including termination and/or legal recourse.

## 14. Termination of Employment

14.1 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.

14.2 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.

14.3 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.

## 15. Superannuation

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15.1 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.

## 16. Dispute Resolution

16.1 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.

## 17. Conditions on Employment

17.1 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.

17.2 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.

17.3 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.

17.4 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.

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17.5 You must submit **digital copies/soft copies/PDF** of the following documents in the Quest Global On-boarding portal, immediately after accepting the offer.

- a) Academic Certificates [Mark Sheets of X, XII, Diploma, Graduation, Post-Graduation]
- b) Passport
- c) Passport Size Latest Photograph
- d) Service Certificate from Past employers
- e) ID Proof [Driving License, Passport, PAN Card]
- f) PAN Card & Aadhar card (Mandatory)

I confirm and accept the above terms and conditions.

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Annexure - I  
Compensation & Benefit Details

Employee Name: Samarth Pawar

Components	Per Year	Per Month
<b>Salary Components</b>		
(A) Basic Salary	598133	49844
(B) House Rent Allowance	299066	24922
(C) Conveyance Allowance	19200	1600
(D) LTA	100000	8333
(E) Food Coupon	26400	2200
(F) Telephone/Internet Allowance	15000	1250
(G) Other Allowance	328911	27409
<b>(H) MONTHLY GROSS SALARY: (H=A+B+C+D+E+F+G)</b>	<b>1386710</b>	<b>115559</b>
<b>Retirement Benefits</b>		
(I) PF	71776	5981
(J) Gratuity	28770	2398
<b>(K) RETIREMENT BENEFITS: (K=I+J)</b>	<b>100546</b>	<b>8379</b>
<b>Benefits</b>		
(L) Medical Insurance Premium *	8076	673
(M) BONUS/Ex.GRATIA	0	0
<b>(N) FIXED GROSS SALARY (FGS): (N=H+K+L+M)</b>	<b>1495332</b>	<b>124611</b>
<b>Variable Pay</b>		
(O) TOTAL VARIABLE PAY (TVP)	104673	8723
<b>(P) TOTAL COST TO COMPANY (TCC): (P=N+O)</b>	<b>1600005</b>	<b>133334</b>

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**\*\*Total Variable pay/ Sales Incentive mentioned in the salary annexure is indicative and not guaranteed. It shall be payable annually, subject to organization, business unit and individual as well as compliance with the terms and conditions set forth in the applicable policy.**

\*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.

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**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 Aspire 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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*Ravalnath Kamath*

Ravalnath Kamath

*Samarth Pawar*

[Samarth Nagnath Pawar \(Mar 5, 2025 06:34 GMT+5.5\)](#)

Samarth Pawar

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