

# E-Commerce Consultants Pvt. Ltd.

A Division of EC-Council

*PRIVATE & CONFIDENTIAL*

Ref: - 4028/M/ECC - 2023

Date: - 30/03/2023

**Rinal Hasmukh Vekaria**

Plot No. B-40, Flat No. 201, Agroli Gaon,  
Near Shiv Mandir, Sector-29, CBD Belapur,  
Navi Mumbai, Konkan Bhavan, Thane, Maharashtra - 400614

**Tel: + 91 7666249494**

**Email: Rinkyvekaria5656@gmail.com**

## Sub: Offer of Employment for the Position of Webinar Coordinator

**Dear Rinal,**

This has reference to your application and subsequent interviews you have had with us. E-Commerce Consultants Pvt. Ltd. is pleased to offer you the position of **Webinar Coordinator** commencing from **01<sup>st</sup> April 2023**. We would like you to accept this offer of employment to be a member of our group and to build a successful and lasting career with us.

This offer of employment is conditional & subject to the following terms and conditions:

- a. This offer of employment is duly acknowledged as acceptance of the position along with the stated terms and conditions in the *Annexure I, II, III and IV* as contained in this letter.
- b. That you will report to work no later than **01<sup>st</sup> April 2023**.

If you are agreeable to the terms and conditions as stated herein and in the *Annexure I, II, III and IV* attached hereto, please send your acceptance via return email not later than end of business day of **31<sup>st</sup> March 2023**, post which this offer of employment will stand automatically withdrawn.

We look forward to you joining us soon and that you will enjoy building a profitable and rewarding career with us.

Yours sincerely,

**Vivek Shally,**

*Vice President – Global Operations*

*Encl:*

*Annexure – I: Offer Terms & Conditions*

*Annexure – II: CTC Break Up*

*Annexure – III: Documentation*

*Annexure – IV: Job Role and Description*

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## ANNEXURE – I – OFFER TERMS AND CONDITIONS

### 1. **Employee Undertakings, Commitments and Covenants:**

Your appointment is subject to compliance with the conditions of employment, Company's policies, rules, and regulations, either expressed or implied, which are subject to revision from time to time. You agree to comply with all the applicable laws necessary to carry out your duties assigned to you by virtue of this appointment. As you may deal with sensitive data during your course of employment, you are expected to comply with all required governances including GDPR and other relevant privacy laws in the event you are dealing with foreign data. Further, you shall be bound by the Confidentiality Agreement, FCPA and any other IT and Cybersecurity Agreements, etc., which you may sign post acceptance of this Letter of Appointment. You agree to give your best in performing your role and duties and that you will always, act in the best interest of the Company, maintaining a high level of ethics and integrity.

### 2. **Reporting:**

You will report to the **Assistant Manager - Webinar Coordinator** and/or any other person assigned by the Company. You will be responsible in carrying out the assigned duties necessary to enable the organization to achieve its business goals.

### 3. **Documentation:**

You are required to provide a signed copy of your updated resume, recent passport size photograph, certified copies of educational certificates, relieving letter from your last employer, previous salary slips and employment letter (where applicable), Photo-ID, Proof of residence (National Identity Card/Aadhar Card, Latest landline telephone or electricity bill etc.) (Details mentioned in Annexure – III). All the mentioned documents are mandatory and need to be submitted to the HR either prior or on the date of joining the company. The relieving letter from your most recent employer should be submitted within 45 days from the date of your joining EC-Council. In the event, you fail to do so, this will lead to the discontinuation /termination of your employment without any notice.

### 4. **Compensation and Remuneration:**

Your commencing **CTC (Cost to the Company) will be INR 3,00,000/- Per Annum.** (Details/Breakup is mentioned in Annexure – II). It is the Company's policy that the terms and conditions of employment are confidential to the individual and the Company. It is expected that you will respect the confidentiality of your terms and conditions of employment. The mode of payment of your salary will be by direct crediting into your bank account.

### 5. **Probation & Confirmation:**

You will be required to undergo a probationary period of three (3) months from the date of commencement of employment. Your performance will be reviewed on a regular basis by your reporting manager & the management of the company. The management reserves the right either to confirm your employment or if in case you are not able to meet the desired KPI's the company may extend your probationary period or even terminate your employment if deemed necessary. You will be notified by the Company in writing on the outcome of your probationary period and you are deemed to still be under probation until you are notified otherwise in writing. You would be responsible to get your KPIs approved by your reporting manager within 30 days of your joining the organization.

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## 6. Termination of Employment:

During employment (probation or confirmation), your services may be terminated on either side by giving not less than 30 day's written notice or salary in lieu thereof. Upon termination of employment, you will immediately hand over to the Company all correspondence specifications, formulae, books, documents market data cost data drawings effects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property which may be in your possession. The Company reserves the right to terminate the services of any staff without notice on the grounds of misconduct, any inconsistency with the fulfillment of the expressed or implied conditions of the terms of employment.

## 7. Income Tax & Deductions:

The company is required to deduct income tax as per stipulated in the government regulations for staff whose salary exceed the stipulated limit as per government regulations. Details of other deductions from your CTC are highlighted below the breakup of your compensation. During your employment or in the event of any termination the Company is entitled to deduct any amount due from you to the Company from actual total compensation including but not limited to:

Any deduction related to leave or holiday taken in excess of entitlement as at the date of termination of employment: and

Any deduction with respect to expenses incurred by the Company or the cost of repairing damage to the Company's property caused by you (and of recovering the same)

## 8. Working Hours:

You will be governed by the normal working hours as existing in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. The same are subject to change from time to time.

## 9. Background Checks & Correctness of Details Furnished:

You have been appointed on the presumption that the particulars furnished in your application and resume are correct. The company may undertake the process of checking the background of employees, not limited to education, previous employment(s), claims made against achievements in the resumes/CVs of the employees etc. with the help of a third party as and when required. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the Company shall stand terminated/cancelled without any notice.

## 10. Posting and Transfer of Services:

Your base reporting office will be **Hyderabad**. The Company may also require you to perform duties and undertake assignments for the Company in any part of India or abroad, whether at the Company's premises or that of its customers/clients. You are also liable to be transferred to any office or branch of the Company anywhere in India or abroad. During deputation to any customer/client's premises you shall abide by the terms and conditions pertaining to such premises.

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## 11. Work Conduct:

During your employment with the Company, you shall devote your best efforts for promoting the Company's (and of any other relevant affiliate and / or business associate of the Company) business. You are required to effectively carry out all duties and responsibilities as assigned to you by the Company and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

You agree not to undertake employment whether full time or part time, as the Director/ Partner/member/employee of any other organization or entity engaged in any form of business activity without the consent of EC-Council.

You will be bound by the Code of Conduct and all other rules, regulations, policies and orders issued by the Company from time to time in relation to your conduct, discipline rules, regulation, policies et al, were part of this contract of appointment.

## 12. Monitoring Policy:

Please note that emails sent to you and by you may be monitored from time to time for the purpose of identifying any non-compliance with the Company policies or applicable laws. These emails along with attachments are considered as property of the company. If such monitoring discloses breach of any law or Company policies, disciplinary action may follow including termination of the employment.

## 13. Leave(s):

You will be eligible to **18 Earned Leaves**/annum, in line with the company policy.

### Absence / Leave Rule

Absence for a continuous period of 3 days without prior written approval of your reporting manager, (including overstay on leave / training would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

## 14. Intellectual Property, Copyright, Inventions & Patents:

All inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights that you may make or conceive, either solely or jointly with others, during the period of your employment, shall be deemed to be sole property of the company and you hereby waive any and all right, title or interest, if any, in the same in favor of the company. Further, it shall be your duty to promptly reduce to writing and disclose to the Company all such inventions, discoveries, improvements, copyrightable material, trademarks ideas and concepts and other intellectual property rights, which you may make or conceive. You agree to, at all times, assist the company in every proper and possible way to patent or register the said ideas, concepts, inventions, discoveries, improvements, copyrightable material and/or trademarks in any and all countries and to vest the title thereto in the company, its successors, assigns and nominees. Your obligations under this clause shall survive expiration or termination of your employment with the Company.

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## 15. Data Protection:

You consent to the Company holding and processing, both electronically and manually, the data it collects in relation to you in the course of the employment, for the purpose of the Company's administration and management of its employees and its business and for compliance with applicable procedures, laws and regulations and to the transfer, storage and processing by the Company of such data outside the country companies have offices. You also consent to the Company making such relevant data available to its advisors and other agencies (such as pension providers, medical and other insurances providers, background verification agencies, payroll administrators, various regulatory authorities etc.) that provide products and / or services to the Company.

## 16. Supersedes Previous Discussions/Agreements:

This letter supersedes all prior or contemporaneous negotiations, commitments, agreements (written or oral) and writings between the Company and you with respect to the subject matter hereof. All such other negotiations, commitments, agreements, and writings will have no further force or effect.

## 17. Other Policies:

The Employee must always comply with the Company's rules, policies and procedures relating to equal opportunities, harassment, health and safety, e-mail and internet use, and all other rules, policies and procedures introduced by the Company from time to time. For the avoidance of doubt such rules, policies and procedures are not incorporated by reference into this contract and they may be changed, replaced, or withdrawn at any time at the discretion of the Company. Further, during the period of your employment with EC-Council, you will be required to inter alia comply with the Company's Code of Business Ethics & Conduct, Prevention of Sexual Harassment, Anti Bribery & Anti-Corruption, Business Gift and Entertainment policy and failure to do so shall entitle EC-Council to take appropriate disciplinary action which may lead & include up-to termination of your employment with EC-Council.

## 18. Confidentiality:

This offer is being made subject to the condition that you strictly maintain the secrecy of and not divulge or communicate in any manner; any information regarding your terms of employment or the fees EC-Council charges its customers, to any persons other than your immediate supervisor and concerned HR at EC-Council. Any such disclosure would cause this offer to be revoked.

### Acceptance:

I, \_\_\_\_\_ agree to and understand the fact that my employment will be subject to mentioned Terms and Conditions as stated herein and that the company shall have the right to modify the Terms and Conditions at any time as it deemed fit.

Given Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_\_ (dd/mm/yyyy)

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## ANNEXURE – II – CTC BREAK UP

EC Council		
Salary Breakdown		
Name	Rinal Hasmukh Vekaria	
Offer Ref.	4028/M/ECC - 2023	
Position	Webinar Coordinator	
Location	Hyderabad	
Particulars	Amount Rs.	
	Monthly	Yearly
Basic Pay	11,206	1,34,466
House Rent Allowance	4,482	53,786
Leave Travel Allowance	-	-
Telephone Allowance	-	-
Special Allowance	6,723	80,680
<b>Gross earning (A)</b>	<b>22,411</b>	<b>2,68,932</b>
<b>Employer PF (B)</b>	<b>1,800</b>	<b>21,600</b>
<b>ESI Employer Share (C)</b>	<b>-</b>	<b>-</b>
Insurance	250	3,000
Gratuity	539	6,468
<b>Total CTC (D)</b>	<b>25,000</b>	<b>3,00,000</b>
<b>Less: Deductions</b>		
Professional tax	200	2,400
PF Employee Share	1,800	21,600
PF Employer Share	1,800	21,600
ESI Employer Share	-	-
ESI Employee Share	-	-
<b>Total Deduction (E)</b>	<b>3,800</b>	<b>45,600</b>
<b>Net Earnings (A+B+C-E)</b>	<b>20,411</b>	<b>2,44,932</b>

\*Insurance is provided by the company and the amount mentioned is not payable to the employee.

\*\*Gratuity is payable as per the statutory norms.

\*\*\*Tax deductions as per applicable.

SIGNATURE : .....

DATE : .....

## ANNEXURE – III - DOCUMENTATION

You will be required to submit the following documents to the company as a pre-condition of your joining EC-Council. All documents as stated below are mandatory. The company may ask for additional documents if required.

**A. ACADEMIC** (All are mandatory)

1. Educational Documents – High School Certificate,
2. 12th Standard Certificate
3. Graduation Degree or Certificate

**B. IDENTITY PROOF** (Any-One)

4. Valid Driving License; or
5. PAN Card; or
6. Valid Passport

**C. ADDRESS PROOF** (Any-Two)

7. Aadhaar Card or Valid Passport; or
8. Landline or Electricity Bill (Most Recent); or
9. Voter ID card

**D. EMPLOYMENT<sup>#</sup>** (From the most recent employer-All are mandatory)

10. Resignation acceptance from your previous employer
11. Relieving Letter /Relieve Letter
12. Appointment Letter /Employment contract
13. 3- months pay slips

**E. PHOTOGRAPH**

14. 3-Passport size identical photographs with clear background (Without face mask/helmet/obstruction)

<sup>#</sup> The company may ask for additional documents other than the most recent employment

<sup>#</sup> If this will be your 1<sup>st</sup> employment (Fresher), kindly ignore this requirement

## ANNEXURE – IV - JOB ROLE AND DESCRIPTION

As a **Webinar Coordinator**, your responsibilities include but not limited to:

- Coordinating and executing all webinars programs & initiatives of Cyber Talks Team,
- Conducting, gathering, and analyzing resources for the Team,
- Making weekly, monthly and Annual Reports,
- Selecting and implementing the most appropriate web conferencing technology,
- Creating, maintaining, and executing a webinar schedule with Cyberstalks and other verticals,
- Organizing registration and attendee list and follow up for each webinar,
- Working closely with other marketing organizations to ensure the successful promotion of all webinars,
- Working with speakers and marketing to determine the most important points to market the webinar,
- Creating and Editing presentation materials on behalf of Speakers,
- Assisting Webinar Manager and Assistant Webinar managers in day-to-day tasks,
- Maintaining accurate database and frequent contact of speakers and subject matter experts,
- Organizing and scheduling the GTW Platform for all the Speaker calls and Webinars,
- Assisting in webinar promotions to drive audience registration (banner ads, Google Ad campaigns, social media, co-marketing, etc.),
- Posting webinar surveys, Database maintenance,
- Recording webinar sessions and oversee edit audio for on-demand webinars,
- Relationship management with webinar attendees.