

Mr. ANKIT AHARWAL

03 Sawant Puram Colony 03 Sawant Puram Colony 03 Sawant Puram Colony Barwani, MP – 451551 India

Dated: 21/04/2025

Dear ANKIT AHARWAL,

Thank you for exploring career opportunities with Ubique Systems, India. I am pleased to confirm that you have successfully completed the interview process. We are pleased to offer you the post of **Data Sciecne Associates** at Ubique Systems, India.

You will be deputed at our client **ZS Associates, Pune**. You would therefore be required to report at the client office on your date of joining. We will let you know the client contact whom you will be reporting before your joining.

Your date of appointment will be communicated over mail, and appointment letter will be issued to you on the day of your joining based on this Offer Letter.

In the coming days, you will meet your colleagues and managers. Please feel free to let them know what you need to accomplish in your new responsibilities. We are confident that you will add value through your role and strengthen Ubique's values. Looking forward to a long-term relationship and wishing you success at Ubique.

In case you need any clarifications or information regarding your job, salary, or any policy, please contact our HR team at <u>hr@ubiquesystems.co.in</u>.

Printed Copy(ies) of this letter will be sent across to your permanent address for your attention. Kindly arrange to send us a signed copy of the same, along with other requested documents, for our records.

I look forward to seeing you. Thanking You.

Suvro Karmakar Head, Human Resources



 INDIA

 Ubique House, 768 Purbachal Road, Kalikapur, Kolkata - 700078,

 West Bengal. CIN. U72900WB2010PTC153948.

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TERMS AND CONDITIONS OF EMPLOYMENT AGREEMENT

Employment Agreement, between Ubique Systems Private Limited (the "company") and Mr. ANKIT AHARWAL (the "Employee") D.O.B: 22/11/1999.

For good consideration, the company employees the employee on the following conditions.

- 1. TERMS OF EMPLOYMENT: The employment is permanent subject to the provisions for termination set forth below. This agreement will become effective from the date of commencing service as directed at the company's office or at a company customer site as required.
- 2. EMPLOYEE MEDICLAIM POLICY: As a part of employee benefit, you will be entitled for corporate group Mediclaim for yourself and your spouse and up to two children whichever is applicable.
- **3. PROBATION AND CONFIRMATION:** The employee will be on probation for a period of 0 DAYS from the date of joining. Upon satisfactory completion of probation, employee shall be confirmed in the service of the company. During this period the company will also obtain a reference check from the previous employer(s) and receipt of a satisfactory feedback would be necessary prior to Confirmation in service.
- 4. **COMPENSATION:** The employee shall be paid INR 137500 CTC annually. The detail break up will be given in separate document. The employee will be paid the remuneration in regular pay period.
- 5. EMPLOYEE TO DEVOTE FULL TIME TO COMPANY: The employee will devote full time, attention, and energies to the business of the company and during this employment will not engage in any other business activity, regardless of whether such activity is pursued for profit, gain or other pecuniary advantage. Employee is not prohibited from making personal investments in any other business provided those investments do not require active involvement in the operation of said companies.
- 6. DUTIES AND POSITIONS: The Company hires the employee in the capacity of Data Sciecne Associates. The employee's duties may be reasonably modified at the company's direction from time to time. Company reserves the right to implement

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amendments to the present employment terms in future with prior notice .The company reserves the right to transfer the employee, if this is practical taking into account personal circumstances.

7. CONFIDENTIALITY OF PROPRIETARY INFORMATION:

- a. Employee agrees, during or after the term of this employment, not to reveal confidential information, or trade secrets to any person, firm, corporation, or entity. Should employee reveal or threaten to reveal this information, the company shall be entitled to an injunction restraining the employee from disclosing same, or from rendering any services to any entity to whom said information has been or is threatened to be disclosed. The right to secure an injunction is not exclusive and company may pursue any other remedies it has against the employees for a breach or threatened breach of this condition including the recovery of damages from the employee.
- b. You will be governed by the clauses mentioned in Non-disclosure agreement (NDA) and Absconding Policy and any breach of agreement clauses as agreed and signed between you and Ubique Systems will be dealt strictly as per applicable laws of land subject to Kolkata Jurisdiction
- 8. **REIMBURSEMENT OF EXPENSES:** The employee must not incur any expenses unless expressly authorized by an immediate superior. All authorized expenses will be reimbursed as per the company norms at regular period.

9. HOLIDAYS & LEAVE POLICY:

- **a.** You may avail 20 days Annual leaves in a year for the purpose of planned vacation, rest or in case you are medically unfit to attend office. All Planned leaves must be pre-approved by you reporting manager at least 2 weeks prior to your leave. Any event of sick leaves beyond 2 consecutive days, must be supported by medical certificate issued by registered medical practitioner, and must be approved by your reporting manager immediately on the day you resume your service.
- **b.** Un-availed annual leaves will get carried forward. Fifty percent of such leaves may get carried forward for next calendar year for maximum two years.

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Leave should be availed judiciously. Exhausting the leave balance before end C. of the year will not only lead to leave without pay for the remaining year but also impact your performance appraisal.

10. TERMINATION OF AGREEMENT:

- **DURING PROBATION PERIOD:** During probation period: During employment a. under probation period a notice of 0 DAYS is required to terminate the employment from either side without assigning any reason whatsoever. However, on grounds of non-performance or non-satisfactory work in first two weeks company reserves the right to discontinue the appointment without notice.
- FOR CONFIRMED EMPLOYEE: During your employment post probation, a b. notice of 30 DAYS is required to terminate employment from either side. However, The Company at its sole discretion may terminate employment agreement by payment in lieu of 30 days' notice without assigning any reason whatsoever. If at employee's request the company agrees to relieve the employee before serving the full notice period, employee will be liable to pay The Company in lieu of the balance notice period. Any un-availed annual leave balance at the time execution of termination may be adjusted with the notice period.
- The company may terminate employment without notice or payment in lieu C. of notice, if the employee is found guilty of gross misconduct established through a domestic enquiry, Gross misconduct would include, without limitation, (a) willful insubordination or disobedience of any lawful and reasonable order of a superior; (b) theft, fraud or dishonesty of the employers business or property; (c) willful damage or loss to employers goods or property; (d) taking or giving bribes; (e) habitual breach of any law applicable to The Company establishment; (f) riotous or disorderly behavior during working hours at The Company establishment; (g) habitual negligence or neglect of work; (h) striking work or inciting others to strike work in contravention of the provision of any law; (i) sexual harassment (j) and or any other act that violates the laws of land.
- In the event that the employee breaches the provisions of this agreement, d. the employee agrees to repay in full all actual recruitment, travel, accommodation and other relevant expenses and/or other advances paid or

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reimbursed to the employee by the company and the employee authorizes the company to deduct and withhold such repayment in full from any compensation or other amounts otherwise owed or payable to the employee.

- e. Employee on post completion of notice and before exit must complete proper knowledge transfer as required by his reporting manager. He/she needs to handover all office stationaries, ID or access card, documents, laptop or any computer accessories or storage devices to the administration dept. of The Company.
- **11. DEATH BENEFITS:** Should employee die during the term of employment; the company shall pay to the employee's legal heir, any unpaid salary or benefits through the end of the month in which death occurred. The Person claiming to be the legal heir must prove his/her heir ship with supporting documents.
- 12. RESTRICTION ON POST-EMPLOYMENT COMPETITION: For a period of ONE year after the end of employment, the employee shall not control, consult to or be employed by any business similar to that conducted by the company, either by soliciting any of its accounts or by operating within employer's general trading area.
- **13. ASSISTANCE IN LITIGATION:** Employee shall upon reasonable notice, furnish such information and proper assistance to the company as it may reasonably require in connection with any litigation in which it is or may become, a party either during or after employment.
- 14. SETTLEMENT OF DISPUTES: On event of any dispute which arises out of or related to this employment agreement, either side should put in their best effort to settle the dispute out of mutual discussion or negotiation. If there is no such resolution to the dispute in spite of mutual discussion or settlement negotiation either side may approach court with jurisdiction in Kolkata, West Bengal.
- **15.** LIMITED EFFECT OF WAIVER BY COMPANY: Should company waive breach of any provision of this agreement by the employee, the waiver will not operate or be construed as a waiver of further breach by the employee.
- **16. SOFTWARE COPYRIGHTS:** It is company policy to strictly adhere to the licensing condition of any software, which it uses. The employee will be required to strictly

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adhere to this policy. The employee must not copy or distribute for his/ her own use or for any other person or company any software used or developed by the company. Any breach of this clause may be treated as gross misconduct.

- **17. SOFTWARE VIRUSES:** Employee is not allowed to load any software and follow strictly company's policy on computer viruses. Any loading of software which may have potential threats to infect the Company computers or networked computers or servers with viruses, malwares or spywares may be treated as gross misconduct.
- **18. COMPUTER ACCESS:** Any employee who attempts to use any part of the company's computer system without authorization or who attempts to use any code name or password to gain access to any computer data in respect of which he she is not authorized to have access, may be treated as having committed act of gross misconduct.
- **19. RETIREMENT:** On attaining the age of 58 years, you will be superannuated from the services of the company.

Kolkata

Company	: Ubique Systems Pvt. Limited
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Signed

Position : Head, Human Resources

Date : 21/04/2025

- Employee : Mr. ANKIT AHARWAL
- Signed
- Position : Data Sciecne Associates

Date : 01/01/0001

* Actual Income Tax deductible will be as per the IT Slab for the Financial Year.

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