

Date: **08-03-2022**

### LETTER OF APPOINTMENT

Name	Sumeera Siddiqua
Present Address	#19/12, 6th cross, bismillah nagar
Date of Birth	15-02-2000
BetterPlace Select Employee ID	RPK3147
Annual CTC	236412.00
Monthly Net Paid	15000.00

Dear Sumeera,

**Aasaanjobs Private Limited**, operating under the brand name "**BetterPlace Select**" (the "**Company**"), is engaged in the business of providing manpower solutions ("**Services**") to its "**Client**" **Rupeek Fintech Pvt. Ltd. (Rupeek Fintech Pvt. Ltd.)**. The Company has considered **Sumeera Siddiqua** ("**Employee**") for rendering the services of **Relationship Manager**, to the Client of the Company. Based on the details provided by you, the accuracy and completeness of which you represent and warrant being true and correct, the Company hereby is pleased to inform you that the Company has found you eligible for the provision of Services to its Clients on the Terms and Conditions.

**A. Definitions** for the purpose of this letter,

1. "**Client**" shall mean any client of the Company (being an individual and/or an establishment) to whom the Company directs the Employee to provide Services, from time to time, at its sole discretion.
2. "**Company**" shall mean Aasaanjobs Private Limited (BetterPlace Select)
3. "**Company Code of Conduct**" means the code of conduct of the Company applicable to its Employees as intimated to each Employee in writing.
4. "**Joining Date**" means the date agreed between the Company and the Client as your date of joining with the Client for the provision of Services.
5. "**Portal**" means www.aasaanjobs.com or any other web portal owned / managed by the Company in connection with its business

**B. Effectiveness of Appointment:**

1. The Joining Date shall be 07-03-2022
2. The provisions of this letter of appointment shall become effective from your Joining Date with the Company.



3. Prior to the Joining Date, the Company and you will not in any manner be associated as employer-employee and you will not ascertain any rights as an employee of the Company.
4. Subject to compliance clauses below, your employment under this Agreement shall commence from the Joining Date and shall continue until **06-03-2023 ("Contract Period")** or until the termination of this Agreement in accordance with the terms set out hereinafter, whichever is earlier.
5. Your appointment pursuant to this letter is effective, subject to the following conditions:
  - a. the information provided to the Company during assessments including interview(s), in your Curriculum Vitae, or otherwise provided by you, being true and accurate;
  - b. the antecedents/references, if applicable, relating to your character and past record being satisfactory in all respects;
  - c. the submission of original certificates relating to your educational qualifications, date of birth, salary slips of previous or present employment, if any, and others requested by the Company before commencement of work;
  - d. receipt of a clear certificate of discharge from your present or last employer prior to commencement of work; and/or
  - e. your ability to commence work with the Company on a date acceptable to the Company.
6. A Client of the Company may require the Company to conduct a background check or fitness test on you including by way of police verification. You hereby agree to co-operate with the Company to complete such checks and tests within the time required by the Company.
7. You further agree and undertake to make yourself available for any interviews scheduled by the Company and/or its Client.
8. Prior to or upon commencement of employment with the Company, the Company may, at its sole discretion, require you to undergo a training program and you hereby agree and undertake to make yourself available for the same from time to time.
9. Any decision to hire you by the Company shall be taken by the Company at its discretion and shall be final and binding on you.

### C. Listing

1. With your consent, we have uploaded the relevant portion of Employee Data shared with us, including your personal details, credentials and qualifications on our Portal for viewing by our Clients / potential Clients. You hereby also consent to us sharing the Employee Data to any or all of our Clients / potential Clients in any manner as we deem fit. You hereby confirm that the Company does not owe you any confidentiality obligations with relation to the Employee Data and dissemination of Employee Data by the Company on the Portal or otherwise does not in any manner violate your rights under law or equity.
2. The Company at its discretion may at any time remove the listing from its Portal.

### D. Provision of Services

1. At the sole discretion of the Company, you shall commence providing Services to a Client of the Company intimated to you in writing by the Company, from the Joining Date.
2. At all times, whilst rendering Services to the Client of the Company, you will be bound by terms of the Company Code of Conduct.
3. In connection with the provision of Services, you agree and undertake to:
  - a. Perform the duties assigned by the Company and/or the Client to the best of your abilities;
  - b. Discharge your obligations diligently, with integrity and honesty;



- c. Not engage in any immoral, fraudulent or illegal activities;
  - d. Comply with all reasonable instructions issued by the Company/Client in connection with the services required to be provided by the Client; and
  - e. Not act negligently or wilfully cause any harm to the Client/Company.
4. You will comply with all lawful instructions and with the Company and the Client's rules and regulations (including, but not limited to, IT Policy, Human Resources Policy and HSSE Policy) as may be amended, replaced or issued from time to time and take steps to ensure, as far as reasonably possible, compliance by those for whom you are responsible.
- a. If you suspect that there has been a breach or potential breach of laws, the Company and/or Client's policies and regulations, or any other misconduct, you are obliged to report this to the Company. You must report this promptly, without any undue delay, to your line manager, or the Company's employee who shall have your line manager's delegation of authority in his/her absence.
  - b. Faithfully and diligently serve the Company and use best endeavours to promote the interests and business of the Company.
  - c. During the course of your employment with the Company, you shall not carry out any business, either alone or in partnership, or be directly or indirectly associated with any other organisations or person as an employee, adviser, director, principal, agent, consultant or otherwise in any business, trade, or profession whatsoever, or give lectures in an institution or forum, without the prior express written permission of the Company.
  - d. Any asset given to you by the client or the company will have to be returned and only then shall your FNF payments be cleared.

#### E. Workplace

You will be required to work at the place designated by the Company or the Client of the Company.

#### F. Attendance / Working Hours / Other requirements:

1. It is a condition of this employment of yours that you will be required to work on the days of the week as may be instructed by the Client/ Company and shall be entitled to one weekly off as may be determined by the Client / Company. The details of the leave and holidays that you will be entitled to shall be as set out in **Annexure A**.
2. The Client shall, be entitled to determine the working hours of the Employee, provided however that, in no working day, will your working hours be in excess of such number of hours, as may be mutually agreed to by the Company and the Client.
3. The Employees are required to carry the Company Identity Card ('ID') provided by the Company or its Clients. In case of loss / theft of the ID, the employee will be required to pay a sum of INR 100/- as reissuance fees.



#### G. Payment Terms

1. Your commencing Annual CTC shall be INR **236412.00** /-..Any future increase to the salary offered and revisions thereto shall be based on future personal performance and the Company's performance and shall be made entirely at the discretion of the Company. Break up of your annual salary is provided as specified in **Annexure B**.

2. The obligation of the Company to pay salary shall commence on the Joining Date and shall continue till the termination of this Agreement or last working day of your's whichever is earlier
3. If the Joining Date or date of termination of the appointment hereunder is in the middle of a salary circle in any month, then the salary for the said month will be proportionately reduced and paid.
4. All payment of salaries will be subject to deduction of applicable taxes and other mandatory deductions as per law and also subject to deduction on account of any other amount recoverable from you towards any dues to the company or the client
5. Terms of bonus, allowances, out of pocket expenses shall be mutually agreed to, between the Client and yourselves and the Company does not provide any guarantees / assurances in connection with the same.

#### H. Supervision

You will work under the supervision of such persons as may be declared upon by the Company / Client from time to time. You shall also diligently and satisfactorily carry out instructions given to you by the Client in connection with the work assigned to you to the best of your potentialities, skill and ability.

#### I. Exclusivity

From the Joining Date till the termination of your appointment in accordance with the terms hereof, the Employee shall exclusively be engaged with the Company and shall only render Services to the Company and its Clients. Without prejudice to the foregoing, prior to the Joining Date, the Employee shall be entitled to take up any other assignment/job work, subject to prior intimation to the Company and further provide that such assignment does not interfere with the ability of the Employee to commence Services for and on behalf of the Company from the Joining Date and comply with the exclusivity obligations arising thereafter.



#### J. Termination

1. Unless otherwise determined by the Company, your appointment with the Company in terms hereof shall automatically terminate from the date on which a Client to whom you render services, terminates its contract with the Company or discontinues the Services rendered by you for reasons attributable to you. You shall discontinue providing services to the Client immediately upon this termination.
2. Notwithstanding the Tenure of this Contract, in the event of the project/work/ deputation for which you are being deputed at the Client location terminates before your contract end period, your appointment with the Company shall be coterminous with the project/work. During the period of the contract, either of the parties may terminate this appointment (with or without cause) by giving 15 days prior notice in writing or payment in lieu thereof. However due to the breach of a code of conduct, misbehavior, indiscipline or criminal offence etc, then in such cases, the Company will have / reserve rights to terminate this appointment immediately without giving notice period.
3. In case you do not serve the notice period as mentioned in clause J (2) above , then the Company can recover the related notice period amount from the gross amount payable to you against all dues except statutory deductions.
4. In the event that the Client of the Company is desirous of absorbing you on its payroll, you hereby agree and undertake that the same is acceptable to you. You will cooperate with the Company and the Client for transfer of your employment from the Company to the Client.

#### K. Waiver

The Employee hereby confirms that he/she is not part of any trade union and further undertakes to not become a part of any trade union during the course of his/her employment with the Company.

#### L. Amendment

The Company may amend the provisions of this Agreement from time to time, provided that such amendments to the Agreement are in accordance with the applicable law.

#### M. Mode of Communication

For any service of notice or communication of any kind, you will be informed by ordinary post at the address given by you at the time of your employment or such other address, which you may hereafter intimate to the management of the Company and / or by e-mail or phone. The management may also paste a copy of the letter on the notice board, which shall be considered to be sufficient service on you.



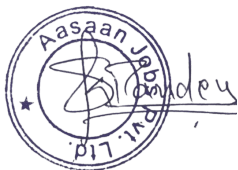
#### N. Confidentiality

During the course of your employment with the Company or at any time after termination of your services, you shall comply with all secrecy and confidentiality obligations imposed by the Company and/or the Client and shall in this respect not disclose to any person, firm, or concern, the affairs of the Company, the Client, their customers or any classified and confidential information. You may not, either during your employment with the Company or any time thereafter or during the course of providing services to the Client, use to the detriment of the Company or Client, or disclose to any third party, any confidential information which has been acquired by you in the course of your employment with the Company or whilst providing services to the Client.

#### O. Acceptance

By countersigning this letter below, you hereby confirm that you have read and understood the terms of this letter of appointment and the same is unconditionally acceptable to you.

Yours faithfully,



**BetterPlace Select** (by Aasaanjobs Pvt Ltd)

**I accept the terms of this letter of appointment.**

Digitally accepted by:

Sumeera  
Siddiqui

Accepted on: 08-03-2022

## ANNEX A

### DETAILS OF LEAVE AND HOLIDAYS

All employees would be eligible for the leaves as per the "The Shop and Establishment Act". And In case any other act becomes applicable to the Client in future like "The Factories Act" or "The Industrial Dispute Act" the applicability of the leaves will be as per the applicable act at the point of time of applicability of the Act becomes mandatory to the client. However the Client's HR policy cannot supersede the clause of the Act.

The Annual Paid Leave, Maternity Leave, Paternity leave , Sick Leave are applicable as per the applicable Act and encashment, carry forward and availment will be as per the HR policy of the Client in line with the Act.

As per Bonus Act, Stat Bonus eligibility will be calculated after 30 days of working from date of joining and will be paid from 2nd month payroll.



**ANNEX B**

**SALARY PACKAGE**

*All taxes arising out of salary and benefits are to the employee's account. This is a confidential document. The Company, at all times, reserves the right to amend, vary, substitute, and cancel all the benefits mentioned herein.*



<b>Salary Component</b>	<b>Monthly</b>	<b>Annual</b>
Basic	15800.00	189600.00
HRA	12.00	144.00
Statutory Bonus	1316.00	15792.00
<b>Total Gross</b>	<b>17128.00</b>	<b>205536.00</b>
PF	1800.00	21600.00
ESIC	128.00	1536.00
PT	200.00	2400.00
<b>Total Deductions</b>	<b>2128.00</b>	<b>25536.00</b>
PF Employer Contribution	1950.00	23400.00
ESIC Employer Contribution	557.00	6684.00
Insurance	66.00	792.00
<b>Total Employer Contribution</b>	<b>2573.00</b>	<b>30876.00</b>
<b>Net Paid</b>	<b>15000.00</b>	<b>180000.00</b>
CTC	19701.00	236412.00