TALKCHARGE TECHNOLOGIES PVT. LTD.

323 - 324, Third Floor, JMD Megapolis, Sohna Road,
Sector 48, Gurugram - 122018
hr@talkcharge.com
+91 96673 87788

20th January'2022

Ms. Muskan Agarwal
1805, Jai Lal Munshi Ka Rasta, Chandpole Bazar, Jaipur, GPO,
Rajasthan – 302001.

Dear Muskan,

Further to our discussions, we are pleased to offer you a position with TalkCharge.
Position & Joining:

You shall be appointed as a(n) HR Executive with TalkCharge. You are expected to join on or before 31st January'2022 at 9:30 AM at following location:

TalkCharge Technologies Pvt. Ltd.
323-324, 3rd Floor, JMD Megapolis
Sohna Road, Sector 48,
Gurugram – 122018 (Haryana)

Non-Disclosure:
Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to TalkCharge. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of TalkCharge.

Probation and Confirmation:
You will be on probations for a period of 3 (Three) months, extended to 6 (six) months, during which you may be removed from your appointed post without giving any notice or reason thereof if not found satisfactory as per performance reviews. You will be given a confirmation letter after the given probation period is over.

Working Hours:
The work timings are at the sole discretion of the Management and would normally consist of a 45 hours workweek. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad, unless communicated otherwise by a TalkCharge entity. The general working hours will be 9:30 A.M. to 7:00 P.M., Monday through Friday, with Half hour break for lunch. Employees may also be expected to work in shifts based on business requirement. If not followed or accepted, it'll be subject to deductions or alteration in CTC.

Annual Earned Leave:
You are entitled to 18 days leave of absence on full pay per year and un-availed leaves are accumulative as per current TalkCharge India policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Paid Sick & Casual Leave:
The entitlement is for 12 (6 SL+ 6 CL) days in a year. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

Muskan Agarwal
20/01/22

TALKCHARGE TECHNOLOGIES PVT. LTD.

323 - 324, Third Floor, JMD Megapolis, Sohna Road,
Sector 48, Gurugram - 122018
hr@talkcharge.com
+91 96673 87788

Holidays:
TalkCharge observes 10 holidays in a year which may consist of fixed days of holidays and flexible ones and may be availed as per the policy in force.

Information Security:
All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Notice for Termination:
The written Notice required for termination of employment will be 1 Month notice by either party. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you don't wish to serve the Notice Period for any personal reasons, you would need to buy out the same with 1 Months Salary. However, in case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. Kindly appraise that under TalkCharge's disciplinary procedure your services can be terminated without any prior Performance Improvement Plan (PIP) or notice period.

Company Property:
During the course of your employment you shall be responsible for safe keeping and returning in good order of all the equipments, documents, records, etc., which may be in your possession, custody, care or charge. The company shall have the rights to deduct the money value of such things from dues and take such other actions, as deemed fit, in the event of your failure to account for such properties. You shall return all equipment's i.e. Laptop, Data Card, documents, records, etc., of the company which are in your possession, before resigning/leaving the company.

Deduction from Pay:
In signing the Employment Agreement you accept that TalkCharge can make deductions from your salary where there has been for any reason an overpayment of salary, expenses or damage or loss to the company property/assets due to natural calamities/ Natural Disaster or lockdown announced by the central or state government.

Arbitration of Disputes Required (in lieu of litigation):
Any dispute or claim that arises out of or that relates to this employment agreement, or that relates to the breach of this agreement, or that arises out of or that is based upon the employment relationship (including any wage claim, any claim for wrongful termination, or any claim based upon any statute, regulation, or law, including those dealing with employment discrimination, sexual harassment, civil rights, age, or disabilities) shall be resolved by arbitrator appointed by TalkCharge.

Acceptance and Commencement:
Your salary would be 4.0 Lac per annum including variables, wherein the CTC may get increased/decreased depending upon individual's performance and variable will depend upon same performance criteria.

Nusrat Agrawal
20/01/22

TALKCHARGE TECHNOLOGIES PVT. LTD.

323 - 324, Third Floor, JMD Megapolis, Sohna Road,
Sector 48, Gurugram - 122018
hr@talkcharge.com
+91 96673 87788

You are required to report on the joining date at 9:30 a.m. Please note that it is important to be on time to complete the joining formalities.

On your joining date, please bring

(i) The original and 1 photocopy of this letter duly signed and dated by you;

(ii) 1 self-photograph (passport sized, color photos with a white background),

(iii) Originals and 1 set of photocopies of the following documents

• Education degree certificate and all year mark sheets for the highest degree attained. Photocopies should include both front and back sides of certificate.

• Relieving letter or resignation acceptance letter from your most recent employer. Include your employee number with such previous employer(s).

• Proof of identity. Bring one of the following documents: passport, driving license, voter's identification card, PAN card, or credit card with photograph.

* Please note that all of the above documents are mandatory

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to TalkCharge to get an employment with TalkCharge, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then TalkCharge reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which TalkCharge may have against you.

TalkCharge reserves the right to change the terms and conditions of your employment and its policies and procedures at any time without any prior notice.

We are excited about your decision to join the company and wish you a long successful career with TalkCharge.

Muskan Agarwal
30/01/22

Muskan Agarwal

Read and Accepted