Inspira Enterprise India Limited

May 28,2024

Mr. Mohit Sharma
Candidate ID: 378025
Ph: 91-9588295820

Dear Mohit Sharma,
We are excited to welcome you to Inspira!

We see a world full of possibilities in our journey of Digital Transformation in Cybersecurity & Analytics.

This is made possible by the amazing work culture & environment here at Inspira. The empowering environment will help you and your ideas flourish and move towards realization.

At Inspira, we inspire you to learn & innovate, build what's next, include others in your journey as you spearhead Security & Analytics to make a difference in your ecosystem. Our journey, based on values and trusted relationships with our clients continues to be the cornerstones of our organization and is upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm Regards,
For Inspira Enterprise India Ltd



Divya Acharya
Chief Human Resource Officer

Inspira Enterprise India Limited

Dear Mohit Sharma

Congratulations!

We take great pleasure in welcoming you into the family of Inspira Enterprise. Based on our interview process and discussions, we are pleased to offer you the role of System Administrator in India Transformation & Operations N&S - Services Group as Senior Associate at Grade M2.

JOINING AND LOCATION

Your joining date, basis this offer, will be June 28,2024. Your base location will be Inspira_New Delhi.

We expect you to communicate via email about any changes to your joining date. This offer is considered withdrawn & cancelled if you do not join us on or before the date committed and mutually accepted over email.

PROBATION AND CONFIRMATION

Based on your grade, you will be required to serve a stipulated time as "Probation Period" starting from your date of joining. The details of the same are available in Annexure. The Probation Period may be extended at the discretion of management with due justification/reason for upto an additional period of six months ("extended probation period"). On completion of the extended probation period, your services shall be deemed confirmed unless communicated otherwise.

COMPENSATION AND OTHER BENEFITS

Your gross CTC will be INR 5,10,000 per annum. The details of the CTC are enclosed in the Annexure. Taxes and statutory deductions will be applied at source.

Based on your grade and role, you may be eligible for a Performance Linked Bonus (PLB) which is paid post completion of your probation period, as applicable. Performance Linked Bonus (PLB) is paid quarterly and is based on various parameters including employee and organization performance. This performance linked bonus program may be changed or modified in part or full thereof from time to time, at the sole discretion of the Company.

For employees in Sales and Pre-sales roles, PLB is calculated as per the Sales or Pre-Sales plan agreed upon between the employee and Company.

Your compensation emoluments will be reviewed periodically as per Company policy. Any changes to your compensation are at the Company's discretion and such changes will be intimated to you.

An appointment letter will be issued to you after joining with all the terms and conditions which will be binding and final.

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The benefits mentioned here are applicable as of date and are subject to change in the future.

Benefit	Eligibility
Group Mediclaim	Self and up to 5 Dependents.
Term Life Insurance	Self
Employee Wellbeing and Assistance Progr	Tele-counselling
Learning & Development	Certificate reimbursement program
Career Discovery Program for Children	For Employee's children aged 13-21 includes.

NOTICE PERIOD & TERMINATION

Based on your grade, you are required to provide a defined "Notice Period" should you wish to discontinue your employment with the Company. The details of the "Notice Period" to be served are available in the Annexure. The Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, the Company reserves the right to recover and you shall be obliged to pay in lieu of short notice period. The Company may in this situation and at its sole discretion, waive whether in part or full recovery/payment against the short notice period.

Your employment with the Company shall be terminable by the Company, with/without reasons, by providing three months' notice. If your employment is terminated with cause such as misconduct, ethical concerns, performance concerns or any similar grounds as detailed in the Company policy, the Company reserves the right to decide on the separation terms and conditions. The Company reserves the right not to issue any relieving letter in such circumstances.

Prior to your last working date, before you are relieved, you are required to handover to the Company all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities of the Company. Further, you shall not make or retain any copies of these items.

BACKGROUND VERIFICATION

The Company conducts background verifications/checks (BGV) prior to or during your employment to validate your identity, address, academic qualifications, criminal records, and prior work experience. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the following documents:

- ID Proof (Pan Card & Aadhar Card)
- Address Verification (Aadhar Card \ Passport)
- Academic Verification (Highest full time education certificate & marksheet)
- Employment Verification (Relieving \ Experience letter & latest 3 months pay-slips)

You are required to initiate your BGV at least 20 days prior to joining. If you fail to submit the necessary document, Inspira secures the right to postpone your joining date or withdraw the offer itself.

When a background verification raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action. In the event the outcome of background investigation is negative or adverse and received after the date of joining, the Company reserves the right to terminate your employment with or without notice after giving information and reason(s) for such termination. The Company's decision in this regard shall be final.

If the Company is not satisfied with the outcome of the background verification, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you.

CONFLICT OF INTEREST

You are required to engage yourself exclusively in the work assigned by Inspira and you shall not take up any independent or individual assignments (whether part time or full time, whether during or after working hours in an advisory capacity or otherwise) directly or indirectly without the explicit written consent of your HR & Management.

You shall ensure that you shall not, directly, or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be, in conflict with the interests of Inspira.

The Conflict-of-Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:

- Any employee of the Company to terminate their employment with the Company.
- Any customer or vendor of the Company to move or reduce his existing business with the Company to a third party or to terminate its business relationship with the Company.
- Any existing employee to become associated with or perform services of any type for any third party.
- Any delivery of services the same as or similar to the services performed by the Company from persons who have been customers/clients of Company during the term of your employment with the Company.

In case of any conflict or doubt, please discuss the matter with your Business Unit Head & HR, to understand the Company's position on this and resolve the conflict.

CONFIDENTIALITY AND NON-DISCLOSURE

In your work for Inspira, you will be expected not to use, incorporate or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for the Company.

In the course of your employment with the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to information of key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company.
As a condition of your employment, you will be required to execute a Confidential Information and Non-Disclosure Agreement at the time of your joining.

LACK OF EMPLOYMENT RESTRICTIONS
You represent that you are not subject to any employment contract, restrictive covenant, or other agreement that precludes you from taking on the role with the Company or that could reasonably or fairly be deemed to interfere with your entering into employment with the Company or with your ability and right to carry out your responsibilities for the Company. You have agreed to take up employment with the Company out of your free will and volition and without any influence.

You acknowledge and agree that during your employment with the Company you are required to comply with any additional employment restrictions set forth in any third-party contract, restrictive covenant, or other agreement that may be applicable to your employment with the Company, including, without limitation, restrictions regarding the (a) use of or sharing of trade secrets or confidential or proprietary information, or (b) the solicitation, recruitment, or hiring of any individuals. You further acknowledge and agree that you will not take, transfer, use, or otherwise misappropriate any trade secrets or confidential or proprietary information, goodwill, or the like belonging to any prior employer.

RESPONSIBILITIES
In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours and/or undertake travel for business purposes to achieve the objectives when the job so requires. These instances will be governed by Company policy.

We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') as they form an integral part of the terms of your employment. Consequently, you are required to understand the scope and intent behind these policies, keep yourself updated with the modifications or introduction of new policies on a periodic basis and comply with the same.

Consistent with the above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the prevalent policies or the terms of your employment, shall immediately be brought to the notice of Human Resources and will be dealt according to Company policies and procedures.

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At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of the Company, whether directly or indirectly.

Please bring a duly signed copy of this letter and the accompanying annexures as an indication of your acceptance on the date of joining.

We welcome you to the Inspira Family and look forward to having a long and fruitful relationship.

Yours sincerely,
For Inspira Enterprise India Limited



DIVYA ACHARYA
Chief Human Resources Officer

For the Candidate to fill and sign:

I have read, understood, and agree to the terms and conditions as set forth in this offer letter.

Signature:

Full Name:

Date:

Inspira Enterprise India Limited

Annexure

COMPENSATION DETAILS			
Name	Mohit Sharma	**Practice / Function**	India Transformation &
Role	System Administrator	**Location**	Inspira_New Delhi
Grade	M2	**Designation**	Senior Associate

Emoluments	Per Month (INR)	Per Annum (INR)
Basic	23,375	2,80,500
House Rent Allowance	11,688	1,40,256
Special Allowance	4,512	54,144
Statutory Bonus	0	0
Flexi Allowance	0	0
Subtotal - Gross Salary	**39,575**	**4,74,900**
Provident Fund [Employers Contribution]	1,800	21,600
ESIC [Employer Contribution]	-	-
Gratuity	1,125	13,500
Subtotal - Retirals	**2,925**	**35,100**
Total Gross Salary (incl. Retirals)	**42,500**	**5,10,000**
Performance Linked Bonus	0	0
Total CTC	**42,500**	**5,10,000**

OTHER DETAILS	
Probation Period (in days)	180
Notice Period during Probation (in days)	90
Notice Period post Confirmation (in days)	90

***Gratuity – as per payment of Gratuity Act 1972.**
Salary information is confidential, and we request you to kindly maintain the same.