08-05-2025

Dear **Rahul Jat,**

We welcome you to **GirnarSoft Education Services Private Limited**. and are pleased to offer you the position of **Senior Executive.** We are excited about this journey and look forward to a long and mutually beneficial association where quality is engrained in the culture and an individual's growth is given utmost priority. We are confident that you will cherish the work environment and will contribute towards achieving the organizational objectives pushing us to new heights of success. We pride ourselves as a place with ample opportunity to fulfill one's career and personal goals.

Your appointment will become effective from your joining date of **22-05-2025.**

Details of compensation break-up along with some of the important policies are highlighted below.

Regards,

Team Human Resource
GirnarSoft Education Services Private Limited CollegeDekho

Compensation & Benefits

You will be paid compensation of **INR 3,60,000 /- CTC per annum all inclusive.** Your employment will be governed by the Company's standard employment agreement and is to be signed on the date of joining. A detailed breakdown of your compensation will also be provided upon execution of the agreement.

Your individual remuneration is determined based on numerous factors such as your job, skills-specific background, and professional merit, and is strictly between yourself and the Company. This information, and any changes made therein should be strictly treated as personal and confidential.

Probation Period

You will be on probation for a period of **180 Day(s)** from the date of your joining. During the probation period, either party (Company / employee) may terminate employment by giving, notice of termination as per the applicable policies, in writing or payment of basic salary for the same period. Post probation, either party (Company / employee) may terminate employment by giving notice of termination as per the applicable policies in writing or payment of basic salary for the same period. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.

Leaves

You shall be entitled for a total of 21 Annual Leaves in a calendar year accrued at a rate of 1.75 per month. However. Any Leave you are entitled to can be availed only with prior notice and proper permission of your reporting manager. Additional guidelines pertaining to leave benefits shall be available upon joining

Additional Term and Conditions

- You will operate from our **Jaipur** office. However, your services are transferable and you may be assigned to any office of the Company, a subsidiary, or associate company. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if so, required by the Management. You shall do such other work as may be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof
- Your appointment is contingent upon satisfactory reference and background checks including verification of your application materials, education and employment history, and your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- You will be eligible for appraisal as per company policy.
- The Company's Rejuvenation Policy shall be applicable, as notified, during which the Company will give mandatory day offs each month, as may be notified the Company from time to time. The salary shall be prorated accordingly and will be reflected in the salary slip for the month. The Company's Leave Policy is not applicable to this clause. This is subject to management discretion, as notified from time to time.
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on Company work and the expenses will be reimbursed as per the Company policy.

- This employment with the Company is considered your primary duty and must not be compromised by any direct or indirect engagement in any other business or job.
- Information pertaining to the Company operations, ideas, affiliations, associates and intellectual property is confidential and will be bound by a non-disclosure agreement. If any prior confidentiality agreement applies to you then you must notify the Company and indemnify the Company against any breach thereof.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

Relocation/Other expenses Clause

- In case the employee resigns within a period of 6 months from the date of relocation, the entire amount of relocation expenses reimbursed/paid to employee will be recovered as a part of final settlement.
- In case the employee resigns after 6 months but before completion of one year from the date of relocation, 50% of entire cost of relocation expenses reimbursed/paid to employee will be recovered as part of the final settlement.
- Under any circumstance if the employee leaves us before completion of one year, any expense related to joining like joining bonus/notice period buyout/loyalty bonus/etc. will be fully recoverable.
- Upon your resignation from the Company or termination of your services, you are required to return all assets and property including intellectual property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
- During your employment at Girnarsoft, any documents/templates/processes or any other intellectual property developed shall be and will remain the intellectual property of the Company only.
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion and will be communicated to you in writing.
- It is your responsibility to notify the Company of any changes in your personal information/ particulars as recorded with the company within 3 working days of such change happening. All notices shall be considered duly and properly delivered to the address on file with the Company.

Health Insurance

- Employees will be covered either under ESI or Health Insurance scheme provided by the applicability of company policy. Health Insurance will be provided to employees only if they are not covered under ESI.
- You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.
- The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Girnar group of companies, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign this Offer Letter as a token of your acceptance of the Offer and conditions of employment as specified therein, and return the same to us within 2 (Two) days of receipt of this letter.



Regards,
Kavita Azad
Chief Human Resource Officer
GirnarSoft Education Services Private Limited

ACCEPTANCE OF OFFER TERMS AND CONDITIONS:

I confirm that I have read, understood, the terms and conditions stated above, and accept the offer.

Acknowledgement

Printed Name: **Rahul Jat**
Date of Joining: **22-05-2025**

Annexure I - Compensation Break Up

Name	Rahul Jat
Designation	Senior Executive
Entity	GirnarSoft Education Services Private Limited
BU	IXP Education
Department	Management Information System
Grade	E-2
Fixed	INR 3,60,000
Location	Gurugram

SALARY COMPUTATION

Components	Per Annum	Per Month
Basic	1,80,000	15,000
HRA	90,000	7,500
Statutory Bonus	11,790	982
Special Allowance	45,552	3,796
Gross Salary	**3,27,342**	**27,279**
Children Education Allowance	2,400	200
Provident Fund	21,600	1,800
Gratuity	8,658	722
Fixed CTC	**3,60,000**	**30,000**
Total CTC	**3,60,000**	

The employee shall link his Aadhar with PAN else the statutory deduction would be of 20% minimum.

- Please note, in case your salary is taxable as per Income Tax Act, you can choose the flexi benefit pay components as per company policy. To avail, please opt for it through company's' HRMS portal by 20th of your first month of joining.
- Subject to Tax Deduction at Source and deduction of all other government taxes as applicable
- You will be entitled to payment of Gratuity in accordance with the payment of Gratuity Act 1972
- Professional Tax will be deducted as per government norms.
- Exemption to HRA is subject to the submission of rent payment receipt.
- You will be covered under the Group Medical Cover as per applicable Company Policies
- Subject to Tax Deduction at Source and deduction of all other government taxes as applicable.
- Professional Tax will be deducted as per government norms.
- Exemption to HRA is subject to the submission of rent payment receipt.



Kavita Azad
Chief Human Resource Officer

Full Name: Rahul Jat
Designation: Senior Executive

Annexure II - Checklist of Documents

The following documents/accompaniments will be required in original and with photocopies on the date of joining as part of standard onboarding procedure.

Educational Proofs.

1. 10th Marksheet or Certificate
2. 12th Marksheet or Certificate
3. Graduation Marksheet 1st/2nd/3rd Year
4. Post-Graduation Certificate/Marksheet.

Identity & Bank Proofs.

1. Aadhaar Card
2. PAN Card
3. Cancelled Cheque
4. Additional Proofs - Driving License/Passport/Voter ID card

Employment Proofs

1. Offer Letter or Increment Letter with update compensation structure.
2. Last 3 Months Salary Slips
3. Resignation from previous employer/Relieving Letter

Other Proofs

1. Photograph (4Nos.)