



Ms. Soumya Khemannavar

**#22, 1st Cross, Basava Nagar,
Near Lakshmi Temple, Kunchanur Road
Bengaluru - 587301
Karnataka**

Dear **Soumya**,

We are pleased to offer you an appointment in our organization for the position of **Web Developer**, you will be joining on **10/11/2021**. You will report functionally and administratively to **Mr. Santosh Shekhar**, Chief Executive Officer of **GooCampus Edu Solutions Private Limited**. Brief terms and conditions of employment are covered in following sections:

- **Annexure A: Gross emoluments and benefits**
- **Annexure B: List of Documents**
- **Annexure C: Terms & Conditions**
- **Annexure D: Roles and Responsibilities**
- **Annexure E: Confidentiality Obligations**
- **Annexure F: Termination of Service**

We congratulate you on your appointment and wish you a long and successful career with us. You are hereby required to submit the documents mentioned in **Annexure B**, on or after your date of joining with the company. We are confident that your contribution will take us further in our journey towards becoming a global organization. We assure you of complete support for your professional development and growth. Please sign and return a duplicate copy of this letter as a token of your acceptance of these terms.

For GooCampus Edu Solutions Private Limited.

(Maheen Ejaz)
Director
GooCampus Edu Solutions Pvt Ltd.

I accept the aforementioned terms & conditions of the organization.

(Soumya Khemannavar)

GooCampus Edu Solutions Private Limited

080-4174 3956
info@goo-campus.in

138/6, 10th Main Road, 6th A-Cross
Sadashivnagar, Bangalore-80

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Annexure - A

Gross Emoluments & Benefits

1. You will be paid a gross annual remuneration of **Rs.1,80,000** (Rupees One Lac Eighty Thousand Only) per annum.
2. Income tax (if applicable) and all other taxes will be payable by you on the money received from the organization.
3. Tax Deducted at Source (TDS) and Professional Tax (PT) is applicable, and will be deducted by the Company.

Annexure - B

List of Documents

You are requested to furnish the following at the stage of joining. Your appointment will be provisional till you furnish them:

1. 4 recent coloured passport-sized photographs.
2. An unconditional Relieving Letter & Good Conduct Certificate issued by your previous employer (if applicable).
3. Salary slip for the last three months (if applicable).
4. Proof of Date of Birth (photocopy of school marksheet).
5. Photocopy of educational qualification (10th, 12th, Graduation, Post-Graduation etc.).
6. Proof of Address - Copy of photo ID card/passport/driving license/showing your address of correspondence/address attested by your bank).
7. Copy of PAN Card issued by Income Tax Authority of India (if PAN is not available, the employee must apply & obtain and submit the same to the Company, else tax on salary (TDS) would be levied at the appropriate rate as prescribed by Income Tax Authorities in India, while shall be higher than the normal rate of tax).
8. Complete details of your bank account including - Full Name of Employee, Bank Name, Name of Branch, ISFC Code, Type of Account - CA/SB, and a copy of Cancelled Cheque.

Annexure - C

Terms & Conditions

Your employment with us will be governed by the **Terms & Conditions** listed below:

1. You will be working from our office location - #138/6, 10th Main Road, 6th-A Cross, Sadashivanagar, Bangalore - 560080, Karnataka.
2. You will be required to work a minimum of 48 hours (8-hour work-days) in a week.
3. On the management's discretion, it can decide to give up to two Saturdays off in a month. At the time of joining, all Saturdays are half-day working days.
4. You will be employed with a probation period of 3 months, following which your employment will be confirmed based upon our mutual evaluation. Upon confirmation, a fresh offer letter will be issued to you with revised terms & conditions.

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5. You are entitled to 1.5 paid leaves in a month, which must be taken with prior notice (at least 48 hours before scheduled leave, unless it is a sick leave).
6. You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.
7. The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.
8. You shall not be gainfully employed in any other organization during the period of your employment with us.
9. The Company reserves the right to amend or alter the Terms & Conditions of Employment at any time.
10. Further the Company reserves the right and has your consent to debit your salary account for any erroneous transaction which may occur due to any error that will take place and/or any monies due.
11. Please ensure that you are not engaged with any firm, person or company at the time of joining and you have no pending business issues with anyone that could impede your diligence in discharging duties with us.

Annexure - D

Roles & Responsibilities

1. You will be required to develop, modify, monitor and debug our digital assets including our official website(s).
2. You are required to coordinate with all the necessary teams to help build our digital assets, from the ground-up.
3. When an assignment is given, you will need to maintain a transparent timeline and work within those timelines.
4. If needed, you are required to coordinate with our consultants, both internal & external to smoothly carry out your responsibilities, including any knowledge-sharing sessions which might be scheduled outside official working hours.
5. You will be required to learn new technical skills that might be necessary to handle your responsibilities.

Annexure - E

Confidentiality Obligations

1. "Confidential Information" shall mean any information about all the projects furnished GooCampus Edu Solutions Pvt Ltd. whether prior to the date of this letter or thereafter including without limitation information on the contents and existence of this Agreement and analyses, compilations, studies and other documents prepared by either Party or its Representative or which contain or otherwise reflect or are generated from any Confidential Information.

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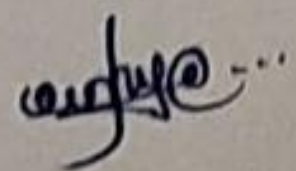
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2. Any work being developed by you for the project during the period of our association shall also be considered as Confidential Information and the document / information will become the property of GooCampus Edu Solutions Pvt Ltd.
3. You shall keep all Confidential Information strictly confidential,
 - You shall use such Confidential Information only for the purpose for which it was disclosed and shall not use or exploit (commercially or for any other purpose) such Confidential Information for your own benefit or for the benefit of another without the prior written consent of the GooCampus Edu Solutions Pvt Ltd.;
 - You cannot duplicate in any manner any Confidential Information furnished in tangible form except for the purposes of this Agreement without the prior written consent of GooCampus Edu Solutions Pvt Ltd.

Annexure - F Termination of Service

1. Your appointment can be terminated by the Company, without any explanation, by giving you not less than 1-month prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
2. You may terminate your employment with the Company, without any cause, by giving no less than 1 month prior notice or salary for unsaved period, [left after adjustment of pending leaves, as on date]. The Company reserves the right to waive off your notice period, at its discretion.
3. The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company or its clients.
4. On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, soft copies, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.
5. Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

I, **Soumya Khemannavar** have read and understood all the **Terms & Conditions** associated with this **Employment Agreement** as stated above and hereby confirm & undertake to strictly abide by the same.

A handwritten signature in black ink, appearing to read 'Soumya Khemannavar'.

Signature of **Soumya Khemannavar**

Date: 10/11/2021

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