



Verveba Telecom Private Limited
(A Unit of Verveba Telecom LLC USA)

3/9/2022

Chaitali Saravade,
Pune

Offer Letter

Dear Chaitali Saravade

We are pleased to make this offer of full time employment with **Verveba Telecom Private Limited** to you as **Junior Fiber Design Engineer**. Your start date will be 3/15/2022.

Place of Work: This position is currently based at Pune. However during the course of your services, you may be transferred/posted in any of the company's branches or Project location in the country or abroad, at the discretion of the company.

Remuneration: Your annual Cost to Company would be **INR 250,000.00 (INR Two Lakhs Fifty Thousand only)** Salary Break up is in Annex 1- Page 3.

Probation Period: You shall be on probation period of 3 months. During this period your overall performance (technical & behavioral) shall be evaluated and accordingly further course of action shall be taken.

Leave: You would be eligible for leaves as per rules applicable in the company from time to time. At present company policy entitles you to 21 days of annual leave on prorated basis from your date of joining on accrual basis, in addition to company holidays per year.

Confidentiality: Employee recognizes that Employer has or will have information of a highly confidential nature regarding its business affairs, future plans, trade secrets, strategies, client database and related information, which calls for complete confidentiality. Such vital information constitutes valuable, special and unique assets of Employer. Employee agrees that he will not at any time or in any manner, either directly or indirectly, divulge, disclose, or communicate in any manner whatsoever any confidential information to any third party about Employer, its principals, officers, clients and affiliates, without the prior written consent of Employer. Employee will safeguard such information and treat it as strictly confidential at all times.

Intellectual Property: Employee shall promptly disclose to the Company all ideas, inventions, discoveries, processes, designs, methods, substances, articles, computer programs, and improvements, whether or not patentable or copyrightable (all of the foregoing being hereinafter collectively called "Intellectual Property"), which the Employee conceives, invents, discovers, creates, or develops, alone or with others, during the Employment Term, if such conception, invention, discovery, creation, or development (i) occurs in the course of the Employee's employment with the Company, or (ii) occurs with the use of the Company's or any of the subsidiaries' of the Company time, materials, or facilities, or (iii) in the opinion of the management or the Board of Directors of the Company, relates or pertains in any way to the Company's or any of the Company's subsidiaries' purposes, activities, or affairs.

By executing this offer, the Employee hereby assigns and agrees to assign to the Company, its successors, assigns, or designees, all of the Employee's right, title, and interest in and to all Intellectual Property that the Employee is obligated to disclose to the Company as mentioned in this section.

Non-Conflicting Activities: Employee represents and agrees that Employee will engage in no outside activity during Employee's employment with the Company which conflicts with the business interests of Company or substantially interferes with Employee's commitment of time, energy and resources in carrying out Employee's duties.

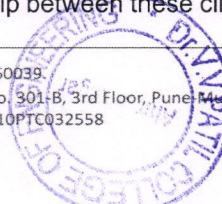
Disclosure of Customer Information and Solicitation of Other Employees Prohibited:

In the course of his/her employment, Employee will have access to confidential records and data pertaining to Employer's clients and to the relationship between these clients and Employer's other employees. Such

Registered Office: 1027, Sector 39-B, Chandigarh - 160039.

Pune Office : 1 Space Kolte Patil, IT Building, Office No. 301-B, 3rd Floor, Pune Mumbai Highway, Bavdhan, Pune - 411 021

Phone No.: 020 - 6790 0505 CIN NO.: U64201CH2010PTC032558



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Information is considered secret and is disclosed to Employee in confidence. During his/her employment with Employer and for one (1) year after termination of that employment, Employee shall not directly or Indirectly disclose or use any such information, except as required in the course of his/her employment with Employer. In addition, during the one (1) year after termination of his/her employment, Employee shall not induce or attempt to induce any other employee of Employer to discontinue representing Employer for the purpose of representing any competitor of Employer.

Compliance with Employer's Policies: Employee agrees to comply with all of the rules, regulations, personnel policies and procedures, promulgated and published by Employer from time to time. Such policies and procedures are specifically incorporated into this offer of employment by reference, as though fully set forth herein.

Return of Property: Upon termination of this employment relationship, Employee agrees to deliver all property of Employer that is in Employee's possession on his last day or under Employee's control to the Company as a condition to receipt of Employee's final paycheck.

Termination of Employment: The employment can be terminated by either side. Company will provide One month's notice at termination. In case the employee wants to leave the company, employee shall provide 3 months' written notice. Employee has NO option to buy out the notice period. In case of insufficient notice, salary for the remaining period will need to be paid by employee. Employer reserves the right to terminate the employment without any notice in case of violation of any of the company policies.

During your stint with the company, you are duty bound to commit your time completely to the work of the company. Moreover, you would not take up any other assignment, whether full time, part-time or honorary, or in cash or in kind, without prior intimation and written approval from the company.

Conditions of Hire:

Your employment will be subject to the following pre-conditions:

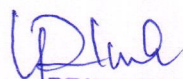
1. You obtain a clear discharge from your present employer.
2. You provide two satisfactory references, one being from your current employers.
3. Your employee verification check conducted by Verveba India is cleared.
4. As this offer has been discussed and agreed upon by you. You hereby agree that, after receiving this Offer Letter, if you don't join the Company On such date as mentioned in this Offer Letter, the Company shall initiate legal action against you or you shall be liable to pay INR 1,00,000/- (Rupees One Lakh) to the Company as a Compensation for time and money invested for the recruitment process.
5. By signing this offer letter you have agreed to the bond of 15 months with us from your date of joining. During this period you will not resign and leave the company. In case you break the bond Rs.2 Lakhs (Rupees Two Lakhs) shall be recovered from you towards training and the time invested for you. In case you fail to give the said amount then Company shall initiate legal action against you.

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

Please note that your Full name mentioned in this offer letter will be used to create your employee records in Verveba and the same will be used for all communication purpose as well. In case you need a change in your name, please contact your recruiter before DOJ and inform him/her about the same. The full name provided by you should be consistent with valid documents submitted by you, such as Education certificate, Experience Letters, Relieving Letters, PAN card, Passport and Marriage certificate.

You hereby warrant that you are not in breach of any contract with any third party or restricted in any way in your ability to undertake or perform the duties of your employment.




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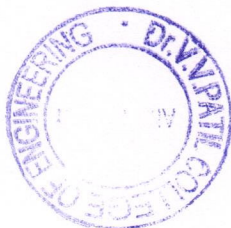
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ANNEX 1
TOTAL COST TO THE COMPANY (TCTC)

Particulars	Monthly (INR)	Annual (INR)
Basic & DA	10,417.00	125,004.00
HRA	4,167.00	50,004.00
Telephone & Internet Reimb	1,500.00	18,000.00
Office Wear Reimb	1,299.29	15,591.48
Club AND Sports Membership Reimb	2,000.00	24,000.00
Fixed Gross Salary (A)	19,383.29	232,599.52
Retrials and Benefits		
Employer's Contribution to PF	1,250.04	15,000.48
Self Medclaim (Annual Deduction)	200.00	2,400.00
TOTAL (B)	1,450.04	17,400.48
Total Cost to the Company (TCTC) (A+B= (C))	20,833.33	250,000.00
Deductions		
Employee Provident Fund	1,250.04	15,000.48
Professional Tax	200.00	2,400.00
Total Deductions (D)	1,450.04	17,400.48
Net Salary (A-D)	17,933.25	208,599.52

Uena Chauhan

DS



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Benefits:

You will be covered under group Mediciam, group personal accident insurance, as per the company policy. Proportional premium shall be deducted in upcoming period from gross salary. Reimbursement components which are part of CTC are exempted from Tax as per Income Tax rules, only on submission of Original Bills.

Note:

Please note that the salary structure of The Company may be altered/modified at any time without any prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further salary, allowances and all other payments/benefits will be governed by The Company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source. The Company shall make any deductions from the salary, as it may be stated in the respective policies or as per statutory laws from time to time.

Statutory Deductions: Verveba shall make necessary statutory deductions from your gross salary and directly pay on your behalf to the concerned authorities. In the instances where the Company is not under an obligation to make these deductions, you will agree to make such payments to the concerned authorities. And also, you shall, upon request Verveba, provide documents/proofs of such payments.

Please return a signed copy of this letter, which would signify your acceptance. Once again we welcome you to **VERVEBA TELECOM PRIVATE LIMITED** and look to have a fruitful association with you.

With Best Wishes,
For **VERVEBA TELECOM PRIVATE LIMITED**,

Leena Chaudhan
Leena Chaudhan
Director-HR

CHAITALI SARAVADE

Acceptor's Name & Sign:

DocuSigned by:

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Date: Mar 9, 2022 | 6:06:26 PM IST



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