

Date 28th Dec 2016

Name Avani Saboo

D.O.B: 25th April 1995

Subject: Pre-Placement Offer Letter

Dear Avani,

Further to your interview with us for the position of "**Events and Marketing Executive**", we are pleased to offer you the said position on the following terms & conditions:

Your total compensation package for PPO will be Rupees 4 Lac per annum on a 'total cost to company (CTC) basis', to be structured as per company policies, in order to minimise your tax liability within the framework of the Income Tax. PPO will be applicable after assessment of your performance based on completion of your 6 months training with company which will be referred as "Training Program –Roofpik" and thereafter you will be on the CTC explained in **Annexure- A**.

You will be paid Rs. 12,000/- (Rupees Twelve Thousand only) as stipend during your Training Program.

The Office Rules and Regulations in place in the organisation will govern you. You will be on probation for six months for training program during which we reserve the right to terminate your services with a notice of 7 days or less.

Your performance will be the sole criteria for your confirmation of probation period (which is 3 months) / yearly increase in pay/promotions, and your emoluments will be reviewed on an annual basis. You will be eligible for a salary increment and promotion assessment in the company for the cycle March 2018 on pro-rata basis. Please note that the assessment is based on performance basis and does not qualify you for promotion or increment. If you over-exceed your performance and the company gains on profits, you may be entitled to a performance review before 12 months.

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For Information Use Only



AlphaBinary Tech. Pvt. Ltd.
250, Vipul Trade Centre
Sec-48, Gurgaon
Haryana (122018)

+91124 438 4167
www.roofpik.com

All the work that you will produce at or in relation to RoofPik will be the intellectual property of RoofPik. You are not allowed to store, copy, sell, share, and distribute it to a third party under any circumstances. Similarly, you are expected to refrain from talking about your work in public domains (both online such as blogging, social networking site

and offline among your friends, college etc.) without prior discussion and approval with your mentor. We take data privacy and security very seriously and to maintain confidentiality of any students, customers, clients, and companies' data and contact details that you may get access to during your training will be your responsibility. RoofPik operates on **zero tolerance** principle with regard to any breach of data security guidelines. At the completion of the training, you are expected to hand over all RoofPik work/data stored on your Personal Computer to your mentor and delete the same from your machine.

During the appointment period you shall not engage yourselves directly or indirectly or in any capacity in any other organization (other than your college). In the event of breach of this condition, this appointment is liable to be terminated forthwith by the company. In addition, you shall be liable to pay liquidated damages to the Company of an extent estimated by the Company.

You are expected to conduct yourself with utmost professionalism in dealing with your mentor, team members, colleagues, clients and customers and treat everyone with due respect.

Expect constant and continuous objective feedback from your mentor and other team members and we encourage you to ask for and provide feedback at every possible opportunity. It's your right to receive and give feedback – this is the **ONLY** way we all can continuously push ourselves to do better.

Have fun at what you do and do the right thing – both the principles are core of what RoofPik stands for and we expect you to imbibe them in your day to day actions and continuously challenge us if we are falling short of expectations on either of them.

We trust the above terms and conditions are in consonance with our verbal commitments and are acceptable to you. It is agreed that you will take up your responsibilities on December 9, 2017.

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Your compensation details are strictly confidential and are not to be disclosed to anyone within or outside the company.

Should you have any questions regarding this offer, please feel free to contact my office.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same to us.

We look forward to working with you and hope that you shall have a rewarding career with the organization.

Thanking You.

Yours sincerely

Kanika S. Katoch

Co Founder – CHRO

Roofpik.com

An AlphaBinary Technologies Pvt. Ltd

Accepted & Agreed

Sign:

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ANNEXURE – A

S. No.	Items	Description	Amount (in INR)		Comments
			Monthly	Annualy	
A	Basic	45% of Total Fixed Pay	9,000	108,000	
	Allowance / Benefits ("				
	House Rent Allowance	50% of Basic	4,500	54,000	To submit rental receipts to save on tax liability
	Medical Allowance	Fixed component @ INR 15,000 per annum	1,250	15,000	To submit medical bills to save on tax liability
	Research Allowance		1,250	15,000	To submit internet usage or books/research bills to save on tax liability
	Transport Allowance	Fixed component @ INR 19,200 per annum	1,600	19,200	
	Special Allowance	Balancing Figure	2,400	28,800	
B	Total Allowance / Benefits		11,000	132,000	
C	Total Fixed Pay	(A+B)	20000	240000	Monthly Component with no deduction.
E	Mobile/Internet Reimburse	Upto Rs 2000 per month	2000	24000	On the submission of usage bills
F	Other Reimbursement			36000	Upto Rs. 3000 paid every month against submission of actual bills for Food/Travel official expenses
F	Target Pay		22000	300000	Targeted In Hand Salary per month
G	Performance Bonus			20000	
F	Annual Pay	(C+D+E)		320000	
H	Laptop			30000	
I	ESOPS			30000	
J	Training Cost			20000	
K	CTC	(F+G)		400000	

Retrials

- Deduction towards Provident Fund is currently not observed in the company. However, this may change in future and the same may be deducted.
- You will be entitled to TDS, if applicable in accordance with the rules governing such payment.
- In addition, you are also entitled to Allowances, Incentives and Reimbursements on your phone, travel bills as per our policy upto Rs. 3000 per month.