

14-03-2024

Inika Makhija

H-2/1, sector-16, Rohini Delhi-110085

### **APPOINTMENT AS Associate-Expert Engagement**

Dear Inika,

We at Infollion Research Services Ltd are pleased to offer you employment at the position of **Associate-Expert Engagement** w.e.f **10-06-2024**. We are eager to have you as a part of the team. We foresee your potential skills as a valuable contribution to our company and clients.

This appointment is subject to the following terms and conditions:

#### **1. PROBATION**

You are required to serve a probationary period of 3 months after which your service will be confirmed subject to satisfactory performance. The probation period may be extended or shortened at the absolute discretion of the Company.

#### **2. DUTIES AND RESPONSIBILITIES**

You are required to perform the duties and responsibilities related to your position at any division, department or section in the Company or within the Group of Companies. You will be deployed at Gurgaon, Haryana. Your key responsibilities include being a part of the empirical research team, empanelment of experts and pre-sales of primary and secondary research services. You could be assigned any role which the company deems fit as per your capabilities in the larger interests of the company.

#### **3. ANNUAL LEAVE/HOLIDAYS**

You are entitled to (Annually):

Paid Leave- 18

Sick/Casual Leave – 8

Holidays- 7 (As observed by the company)

#### **4. TRANSFER/SECONDMENT**

You are subject to transfer or secondment to any place where the Company has an office or when required in the course of performing your duties.

#### **5. RULES, REGULATIONS & CONFIDENTIALITY**

You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.

Accordingly, you undertake that:

- a. you will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company;
- b. you will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company;

**Infollion Research Services Limited**

**CIN: U73100DL2009PLC194077**

Registered Office: 80/28, Malviya Nagar, New Delhi, DL-110017

Corporate Office: 3rd Floor, Tower-B, Unitech Cyber Park Sector - 39 Gurgaon 122002

Phone: +91-124-4272967 | Email Id: support@infollion.com | Website: www.infollion.com

- c. You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.
- d. You will not engage in activities in competition with the company operations, products and offerings for a minimum period of 2 years.

## 6. TERMINATION

After confirmation of your employment, notice of termination of employment will be one (1) month notice in writing or one (1) month salary in lieu of notice from either party. During the probation period, employment can be terminated by giving a week of notice by either party.

Notwithstanding the aforementioned, the Company shall be entitled to terminate your employment without notice, indemnities and compensation in any of the following events:

- i. if you are, in the opinion of the Company, guilty of dishonesty, misconduct or negligence in the performance of your duties;
- ii. if you have been found to have committed a serious breach or continual material breach of any of your duties or obligations;
- iii. if you are found to have made illegal monetary profit or received any gratuities or other rewards, in cash or in kind, out of any of the Company's affairs or any of its subsidiaries or related companies.

## 7. SALARY

Monthly Payroll Components	Current (Monthly)	Annual
Basic	15000	180000
HRA	7500	90000
Travel Allowance	1,600	19,200
Special Allowance	3150	37800
Mobile and Internet Allowance	1,250	15,000
Research and Academic Allowance	1500	18000
<b>Total (A)</b>	<b>30000</b>	<b>36000</b>
Laptop Allowance (paid monthly for 18 months from month of joining)	2000	24000
<b>Total (B)</b>	<b>2000</b>	<b>24000</b>
Retirals		
Gratuity (As per Sec 10 (10) of Income Tax Act, gratuity is paid when an employee completes 5 or more years of full time service with the employer)	720	8640
<b>Total (C)</b>	<b>720</b>	<b>8640</b>
<b>Total (A+B+C)</b>	<b>32720</b>	<b>392640</b>
<i>Healthcare Benefits</i>		
Medical Insurance (Hospitalisation coverage upto 3L)		4300
Unlimited Tele medical consultations via plum		250
<b>Total (D)</b>		<b>4550</b>
Extra Annual Allowance (payable quarterly) Incentive payable at 100% achievement of targets		160000
<b>Total (E)</b>		<b>160000</b>
<b>Annual CTC (A+B+C+D+E)</b>		<b>557190</b>

Please note that your remuneration package, is confidential between you and the Company and should not be discussed or disclosed to any other employee of the Company unless you are required to do so by the Company.. Extra allowance/Incentives will become due on – For RE/SRE/RE-Specialist on the last day of the respective quarter.

**\*\* If an employee leaves the company before the completion of the incentive/Bonus becomes due then there will be no incentive/Bonus pay-out. Incentive/ Bonus is not payable during notice period.**

If an employee is confirmed post 15th of a month, the incentives will be calculated from the subsequent month, otherwise from 1st of the same month

If you find that the terms are favorable, please indicate your acceptance.

Note- This offer of employment is contingent on a positive reference check, failing which the offer stands rescinded.

Yours sincerely,




Ritika Naithani

Chief Human Resources Officer

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