

Date 30/08/2021

Employee ID: M041

Megha K. Kotary

Address: Rao tower, flat no.101
1st floor, Urwa lane
Mangalore-575006

Letter of Appointment

Dear Megha,

We are pleased to offer you the position of "Executive - Delegate Sales" at Exito Media Concepts Private Limited, located at first floor, Punja Building MG Rd, Ballalbagh, Talbagh, Mangalore, Karnataka 575003 with effect from 30th August, 2021 on the following terms and condition.

1. Accountability: You will report to Head – Customised Events and Operations

Working Hours: You will be required to work nine hours a day and forty-five hours a week in any of the shifts specified to you during the day. Where you are expected to put eight hours daily and one hour is your lunch break. Your duty hours will be fixed from time to time depending upon the exigencies of the business. As and when required by the management, you shall work beyond working hours and on weekly off days and holidays, in accordance with the statutory provisions applicable. Grace period of 15 minutes is permitted for late coming, thrice a month, this privilege is accorded only for establish able contingencies. Failing to login on time for more than two instances would lead to deduction of 0.5 of Paid Leaves for the month and if PL is unavailable, that will result in LOP.

Leave Policy: Leave year is from 1st January 2021 – 31st December 2021. All permanent employees are eligible for the leave benefits. Employees who are on Probation are not covered under this policy. No leave can be carried forward to the next calendar year. Every Permanent employees are entitled for following leaves

- Paid Leaves (PL): 10 Days per year
- Sick Leaves (SL): 6 Days per year
- Public Holidays: 10 public Holidays
- Compensatory off: All public holidays are optional holiday. employees have an option of working on public holiday and Compensatory off needs to be utilised within 15 days from the date of optional holiday.

2. Employment Status: You will be on probation for a period of 180 days with effective from date of joining. In the event of your not being able to attain the standards required for the management, this period of probation may extend confirmation of your services. On completion of the probationary to the satisfaction of the management, the

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Exito Media Concepts Private Ltd.

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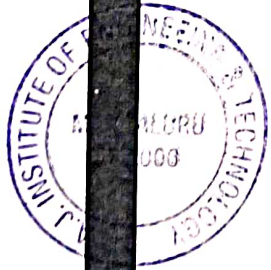


management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the probationary period, you will continue to be on probation until you receive the confirmation letter from the management or till your services are terminated. Your services are liable to be terminated by the management at any time during your probationary period, including the extended period of probation. If any, without notice and without any payment or compensation in lieu of notice and without assigning any reason thereof.

3. Remuneration: You will be paid a gross salary at the rate of **Rs 1,86,000/ (Rupees One Lacs Eighty Six Thousand only)**, the per annum on a cost to company basis, the details of which are outlined in the attached annexure. In addition, of that salary you may be eligible to commissions based on results on performance. Such entitlement and the corresponding calculation methods are stated in our company's handbook and provided from time to time per separate memos by the management of the company.

4. Duties: you shall perform such duties, observe, and conform to such directions as may be assigned or communicated to you by the management or such officers who are placed authority over you. You will also be responsible for control and supervision of the employees working under you if any. The management will be within its rights to place you in any position within your department or any other department to which you cannot raise any objection.

5. Address: You will keep the management informed of any change in your residential address. In case of your inability to do so, any communication sent at the address available with the



Principal
A.J. Institute of Engineering and Technology
Mangaluru - 575 003