



## Policies

**Base Location:** Your base location shall be Hyderabad. However, during your employment with the Company, you may be posted/transferred to any of the offices / projects / divisions / departments / units/clients of the Company at any other location in India or abroad on the terms and conditions as applicable for you.

**Salary & Taxes:** You will be paid consolidated salary as mentioned in your appointment letter. As a policy, GSNA Education Private Limited would earmark 10% of its profits as bonus to all its confirmed employees. Payments will be made directly to your bank account pursuant to our direct payroll deposit plan.

However, the structure of your compensation plan may be altered/changed from time to time in line with the company's policies, practices and change in the tax laws and rules.

Your compensation package is unique to you and you are expected to maintain the confidentiality of the same at all times during your employment and thereafter. Any discussion or disclosure of your compensation with anybody other than your Business Head or HR will be considered a breach of agreement by you.

**Increments and promotions:** Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as judged by the management. Employee's performance is reviewed periodically depending upon various factors including industry trend, company's performance, market situation and other related factors. Any action arising out of this review is solely at the discretion of the Management.

**Retirement :** As per the policy of the company you will be compulsorily retired from service on attaining the age of 60 years & will be eligible for retirement benefits as per policy of the company. **Working Hours:** You will be governed by the normal working hours as applicable to your role in the company. You may be required to work in shifts and/or in extended working hours, as permitted by law, if required as per business needs. This is subjected to change from time to time as per management discretion.

**Medical Fitness :** Your employment is subject to you being declared medically fit by the certified medical practitioner. The management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

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**Termination/Separation:** Your employment with the Company can be ceased either by the company or by you as per below:

**Notice Period :** The notice period is going to be 45 days written notice during the Probation Period. For a confirmed Employee/Trainee/Intern. If the employee has to leave the organisation without notice period, the candidate should make a payment of 50,000 INR towards GSNA Education Pvt Ltd as a compensation.

In case you leave the company without giving notice or completing the notice period, the company shall have the right to recover salary in lieu of notice period from the amount due to you or otherwise and treat you as absconding.

Your services are liable to be terminated forthwith without any notice or salary or any compensation in lieu thereof if you breach any of the terms and conditions of your employment or the confidentiality & non-compete agreement, service agreement or any other agreement as signed by you during the course of employment.

On termination of your employment for any reasons, you or your legal heirs, as the case may be, shall comply with the Company's termination procedure, sign all related documents and return all Company's properties. The company reserves the right to keep your settlement/separation on hold and treat you as absconding in case you do not pay for the said notice payment.

**Employment Verification :** It is understood that this employment is being offered to you on the basis of the particulars submitted by you with the Company at the time of recruitment & selection process. The company reserves the right to do employment verification, background verification and such other standard checks to verify the credentials as submitted by you. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management forthwith without notice. This will be without prejudice to the right of the management to take disciplinary and legal action against you for the same.

**Employment Law and Norms :** This appointment letter shall be governed and construed in accordance with the laws of India. It is agreed that any dispute of whatsoever nature between you and management will be subject to exclusive jurisdiction of courts of Hyderabad whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

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**Agreement :** You may be required to sign necessary agreements including but not limited to confidentiality, non compete, service agreement, if applicable etc. with the Company or with clients of the company when you work for them and as and when required and complete various formalities as per the agreements signed at the time of joining and during the tenure with the company in order to secure the interests of the Company or its clients and also to ensure your performance and adherence to all terms, conditions, rules and regulations of the Company.

**Rules and Regulations:**

Your appointment will be governed by the policies, rules, regulations and procedures of GSNAP Private Ltd. as applicable to you and the changes therein from time to time and you will be expected to abide by the same. During deputation/transfer to any client's place or any of the group companies of GSNAP Private Ltd. or client you shall abide by the policy and the terms and conditions as applicable thereof. Maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company, Any violation of these norms of behavior shall constitute misconduct for which the company shall be entitled to take disciplinary action against you per the Disciplinary Rules and applicable laws in this regard.

The management from time to time will assign your duties to you. In view of your position and office, you must effectively, diligently and to the best of ability perform all responsibilities and ensure results. You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time. Timely compliance of all applicable statutes, rules, regulations, procedures of central/State Governments, Semi-Government, autonomous/appropriate authorities/bodies & institutions that may be required by your position at any given point of time solely lies with you.

You shall be responsible for the safekeeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You shall throughout the period of employment with us, give and devote whole of your time and attention exclusively to your duties to the company and you shall not, without prior consent of the company, engage yourself, directly or indirectly, in any trade, business, occupation, employment or service.

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**NonCompete Agreement:** Except on behalf of GSNA Education Private Limited, you can't work/render services to the clients of the company or clients of company's clients as an individual/employee/contractor/through any other company/through an entity where you have substantial interest for commercial consideration or otherwise during your employment with TECHNOLABS & for a period of 6 months from the date of leaving the services of the company.

**Confidentiality:** You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee. Information and material provided to you by the Company or its clients concerning their affairs or any discovery, invention, process or improvement made or discovered by you shall be kept confidential as it is the sole and absolute property of the Company. This also includes such information as is already known to the public which you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment. This covenant shall endure during your employment and for a period of one year from the cessation of your employment with GSNA Private Ltd. (irrespective of the circumstances of, or the reasons for, the cessation).

**Submission of Documents :** The documents which you need to carry at the time of joining & reporting details are detailed in an annexure II. Please note that all documents mentioned in an annexure II are mandatory & you'll not be allowed to join without them.

**Acceptance:** We request you to go through the offer documents and accept the terms & conditions mentioned in the same & confirm your joining date. Hard Copy/Duplicate copy of the Offer Letter would be handed over to you on the date of your joining. Kindly provide the acceptance of the duplicate copy by signing on every page & return the same to HR.

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**Terms and conditions:**

- You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided by you of your education, experience etc.
- This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is found to be untrue/false.
- Please keep all information confidential that you are given access to as part of your joining or on-boarding process about the Company and your offer letter.
- Do not discuss with other potential employers, other employees of the Company or any other external sources.
- You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc.
- Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

From

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Sanjana  
Joshi HR

*Sanjana Joshi*

**ACKNOWLEDGEMENT & ACCEPTANCE**

I, R. Prasadu, aged about 21, Occupation: Private Employee, R/o  
G. Ramesh, do hereby solemnly affirm and sincerely undertake all the above policies.

*R. Prasadu*  
PRINCIPAL Signature  
D.N.R. COLLEGE  
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