



Secure Learning Pvt. Ltd.

Corporate Office: Shraddha RH No 2, Asha Nagar,
Thakur Complex, Kandivali (E),
Mumbai 400101.

Phone: +91 99305 30723
+91 82786 06706

Oct 4th, 2021

Ref : SL/Offer/2021/UGT-9

Dear Mr. Naresh Mali,

Congratulations!

Further to our discussions we are pleased to offer you an appointment to join Secure Learning Pvt. Ltd as **Under Graduate Trainee – Quality Analyst**. It's a full time position. Your association with Secure Learning shall be governed by the terms and conditions given below and shall be guided by the core values of organization.

This offer of appointment will become effective from **Oct 6th, 2021**.

Location and Responsibilities

Your primary location of the work will be **IT Park, Udaipur**. However, if deemed necessary, you may be expected to work out of other work locations, both on premise and from home.

An Under Graduate Trainee is expected to develop all round understanding of various functions of Secure Learning including user stories and product capabilities; techno functional understanding of various Tools; software Quality Assurance process; Design and development in HTML5, CSS and graphics designing tools

As a Quality Analyst team member, you'll be specializing in, and, remain responsible for

- Responsible for create and maintain manual test suite for our websites and application in Test Repository.
- Work collaboratively and closely with developers, designers, product managers and users
- Perform quality check for our websites and applications
- Responsible for the quality of the software & develop manual test case
- Learning new techs of Testing
- Learning of bug and test management tools
- Good analytical skills and ability to develop comprehensive test scenarios based on specifications
- Quick learner with an inquisitive mind-set looking to find out why, how, what etc.



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- Ability to multi-task effectively and willingness to go the extra mile when required
- Excellent written and oral communication skills.

Remuneration and Allowances

At Secure Learning, we value and expect long term relationships. Our compensation policy is Monthly Light-Annually Rich format. Here is how it unfolds for you.

1. There will be a full time probation period of 6 months where your intent to learn and contribute to Clients and other teams and contributions would be measured on monthly basis. This period may be shortened or extended based on consistency in, and quantum of, your outcomes. Key success parameters for confirmation includes your proactive involvement in multi-disciplinary activities, attitude to work as team and personal leadership in managing and maintaining your daily, Weekly, Monthly work plans.
2. A fixed monthly stipend of Rs. 8,500/- (Seven Thousand Only)- would be paid to you during the first 6 months of Probation Period.
3. On successful completion of 1st year, you'll be GRADUATED with additional one-time performance allowance of Rs. 18,000/ (Eighteen thousand).
4. On Graduation, your role would upgrade to **Associate- Quality Analyst** and your regular compensation structure would be decided later based on your performance.
5. Detailed structure of monthly component i.e. Basic, HRA, Retention and Performance Bonus, etc. shall be finalized post joining.
6. You'll be granted complimentary leaves of up-to two weeks during examinations. Each instance of non-availability for work shall reflect as deductions in your leave balance during probation period.
7. Both you and Company may terminate employment agreement with a written notice of 15 days. This notice period would be 1 week during the probation.

Integrity

8. If any of the information furnished during the process of your approval for employment or afterward regarding the competency of your job or otherwise is found to be false or misleading at a later date, Company shall have full rights to terminate your employment with immediate effect without any notice period as mentioned in the further clause.
9. You must maintain the integrity of your work, during the continuation of your employment and after the termination (however occasioned) too regarding the company's information and must not disclose Company's secret/confidential information to any one



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unless it is pertaining to the official matters of Company and you are authorized to do so at that time.

10. During the continuation of your employment, you will not involve yourself in any sort of money dealing directly or indirectly, other than authorized by the Company, with any employee, dealer, representative of the Company and Associated Companies.
11. During the continuation of your employment, you will not indulge yourself, directly or indirectly, either alone or jointly or on behalf of others, in any activity, assignment, profession or occupation giving you direct or indirect remuneration. You will also not have any direct or indirect financial interest in the actual or future business other than the Company's existing business.

Non-Disclosure of Information

12. During the term of your employment and thereafter, you shall not use or disclose to any person, firm or corporation without written authorization of the Board of Directors of the Company any "Confidential Information" of the Company. You must understand that "Confidential Information" means any Company proprietary information, technical data, trade secrets or know-how, including, but not limited to, research, product plans, products, services, customer lists and customers (including, but not limited to, customers of the Company on whom you became acquainted during the term of your employment), markets, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances or other business information disclosed to you by the Company either directly or indirectly in writing, orally or by drawings or observation of parts or equipment. Confidential Information does not include any of the foregoing items which has become publicly known and made generally available through no wrongful act or omission of you or of others who were under confidentiality obligations as to the item or items involved or improvements or new versions thereof.

13. You must understand Company has received and in the future will receive from third parties their confidential or proprietary information. You shall not use or disclose such information to any person, firm or corporation, except it is necessary for carrying out your work for the Company in consistent with the Company's agreement with such third party.



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14. You shall not improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and that you shall not bring onto the premises of the Company any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity.
 15. Upon the termination of your employment (however occasioned), you shall deliver to the Company (and will not keep in your possession, recreate or deliver to anyone else) any and all devices, records, data, source code, software, notes, reports, proposals, lists, correspondence, specifications, drawings blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items developed by you pursuant to your employment with the Company or otherwise belonging to the Company.

Intellectual Properties Rights

16. You shall promptly make full written disclosure to the Company or its authorized designee, any and all original works of authorship, developments, concepts, improvements, designs, discoveries, ideas, trademarks or trade secrets, whether or not patentable or registered under copyright or similar laws, which you solely or jointly conceive or develop or reduce to practice, or cause to be conceived or developed or reduced to practice, during the period of your employment. You shall do all necessary & desirable things to secure patent or other suitable forms of protection for the Company. All of such works remain the Company's sole properties on the Company's sole discretion and for the Company's sole benefit and that no royalty will be due to you as a result of the Company's efforts to commercialize or market any such Invention.

Solicitation of Employees, Interference, Non-Competition

17. For a period of eighteen (18) months immediately, following the completion or termination or of your employment with the Company for any reason, whether with or without good cause or for any or no cause, at the option either of the Company or yourself, with or without notice, You shall not hire any employees of the Company and shall not, either directly or indirectly, solicit, induce, recruit or encourage any of the Company's employees to leave their employment, or take away such employees, or attempt to solicit, induce, recruit, encourage or take away employees of the Company, either for yourself or for any other person or entity.



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18. During the course of your employment and for a period of eighteen (18) months immediately following the completion or termination of your employment with the Company for any reason, whether with or without good cause or for any or no cause, at the option either of the Company or yourself, with or without notice, you shall not, either directly or indirectly, interfere with the Company's contracts and relationships, or prospective contracts and relationships, including, but not limited to, the Company's customer or client contracts and relationships.
19. For a period of eighteen months immediately following the termination of your relationship with the Company for any reason, whether with or without good cause or for any or no cause, at the option either of the Company or yourself, with or without notice, you shall not, without the prior written consent of the Company, serve as a partner, employee, consultant, officer, director, manager, agent, associate, investor, or otherwise for directly or indirectly, own, purchase, organize or take preparatory steps for the organization of, or build, design, finance, acquire, lease, operate, manage, invest in, work or consult for or otherwise affiliate your with, any business in competition with or otherwise similar to the Company's business. This clause applies only for the Company's product and services which generates revenue of more than 5% of Company's Gross Revenue at the time of your termination or completion of Employment.

Terms of this offer letter shall remain confidential and are not expected to be disclosed to any third party. Failure to do so may attract a disciplinary action and even termination of employment. You are requested to submit a scanned and duly signed copy of the offer letter as a token of your acceptance.

We welcome you to Secure Learning and look forward to your valuable contribution to our joint mission to "change the way Learning is imparted". Wishing you a very long, rewarding and fulfilling career at Secured Learning.

For Secure Learning Pvt Ltd.

Meghna Ghosh
Manger-HR