



CONTRACTUAL LETTER

Date: 1st April, 2023

Name: Puna Ram Sahu

Designation: Senior Subject Matter Expert (Advanced Mathematics)

**Gram Mohbhattha, Post Office Sargoan,
Tehsil Pathariya, Dist Mungeli,
Chhattisgarh- 495224.**

Dear Puna Ram Sahu,

With reference to your application and subsequent discussion you had with us, we are pleased to offer a position with **Innovalance Learning Systems Private Limited (ILS)** as **Senior Subject Matter Expert (Work From Home) Advanced Mathematics** the terms and conditions mutually discussed and agreed upon.

- You will be paid **Rs. 23,000/-** per month (Only) as consideration for providing advisory services in the area of all Content writing activities.
- There will be a TDS (Tax Deduction at Source) deduction @ 10.0% of the consolidated fee paid to you as per Section 194 J of the Income tax Act 1961. The TDS deduction is subject to change as per any change in the Govt. Regulations.
- You will be available online as per the decided shift for 7 days in a week (Monday to Sunday). You will also be eligible to get roasters off during the week basis requirement and prior approval of your reporting manager.
- This will be a contractual job and will be applicable till 27th May, 2023 and the contract may be extended or terminated by either party based on the termination



policy of the organization.

- Contractual Offer Letters are valid till the end of the financial year, if your contract end date is after the end of financial year then, a renewed offer letter will be shared with you afterwards.
- In case the performance (productivity, quality etc./conduct) of the person is not as per the targets shared by the Operations team, even after 60 days of engaging into the contract, Operations Manager, as per his/her discretion can end the services of the resource with immediate effect, without notice.
- The SME though will of course be told about any gaps in performance alone with the required feedback/action plan from time to time
- The Person will undergo an initial training (Includes tool training, Mock test, Client test) of 1-3 days immediately before his/her joining. The Management has the rights to end the services with immediate effect without any notice if the person is not able to clear the training process.

Payment

ILS will share the details of accepted solutions for 30 days of the previous month. Payment for the accepted solutions/work till 12th of succeeding month.

Example: Solutions accepted for the work done in the month of April will be paid till 12th May.

Experts/Tutors

Experts must meet all of the requirements stipulated by ILS and clear the evaluation/selection process. Experts will be able to communicate (written) clearly and effectively in American English.

In case of any discrepancy, ILS reserves all the right to terminate the candidature/contract



with immediate effect in case of poor quality or found guilty of any misconduct.

Quality

Resource needs to submit his/her work according to the standards as set forth in the TBS/Q&A Guidelines document, which have been provided under separate cover, and will check for conceptual accuracy, absence of plagiarism, adherence to formatting and language guidelines and proper conveyance of answer and all relevant concepts.

ILS holds the right to terminate an expert and/or reject any solutions that don't meet the required quality standards.

Penal Provisions

In case of plagiarized content, ILS reserves all the right to terminate the contract with immediate effect and will not be liable to any payment which is due on the date of termination of contract.

There are certain deadlines which ILS needs to meet for its ultimate client. While allotting certain tasks ILS will provide the stipulated deadlines. Failing to submit the project within the deadline will lead to penal provision. ILS reserves all the right to decide the penalty amount of the project.

Confidentiality

All Confidential Information disclosed under this Agreement shall be and remain the property of the disclosing Party and nothing contained in this Agreement shall be construed as granting or conferring any rights to such Confidential Information on the other Party.

Experts, supervisors and individuals working with this contract must understand that they are not allowed to work directly for ILS client's while working on this contract nor are they allowed to discuss either the fact of this contract or the nature of this contract with anyone.

The engaged experts are also not allowed to work directly for ILS, outside this contract for 24 months after this contract is canceled and/or terminated.



Dispute Resolution:

Violating any of the above-mentioned points will lead to termination of contract with immediate effect. All the disputes related to the contract will be addressed in **District Court, Rohini**

For Innovalance Learning Systems Private Limited.

Anisha Khurana
Team Lead-HR Operations
Innovalance Learning Systems Pvt Ltd.

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**INNOVALANCE LEARNING
SYSTEMS PVT. LTD.**
CIN : U74999DL2018PTC339937

Employee Signature