

**20-07-2021****Onkar Balkrishna Dorge****Marvel Edge 8th Floor,Pune, Maharashtra, India**

Dear Onkar,

Welcome to the Quick Heal Family! We are pleased to offer you for the position of **SOFTWARE ENGINEER- DEVOPS** in Band – **G1** beginning on **02-08-2021**, under the terms and conditions of Employment detailed in this letter

- 1. Commencement Date:** The formal commencement date of employment is the date you are added to the payroll of Quick Heal. The Terms and Conditions of this Letter shall automatically be treated as withdrawn, null and void, if you do not, for any reason whatsoever, report to work on the indicated date
- 2. Remuneration:** The details of your salary and other benefits, to which you are entitled. are annexed to this Letter. Quick Heal shall withhold or deduct the amount of taxes and contributions from any amounts payable to you as may be required to be withheld pursuant to any applicable law or regulation. In case of any under-withholding, you shall be responsible to pay the necessary tax and any interest/penalty thereon.
- 3. Place of Work:** The location of your employment will be the offices of Quick Heal, **Pune** however, Quick Heal may require you to travel within India or overseas or may change the location of your employment, in accordance with business needs.
- 4. Quick Heal Policies:** You agree to abide by all Quick Heal rules and regulations that now exist and/or may hereafter be promulgated. It shall be your duty to study and know the rules immediately upon joining or immediately upon their promulgation. Should you have any queries or concerns pertaining to such rules and regulations, it shall be your duty to seek clarifications and lack of knowledge shall not be construed as a reasonable excuse for breach of any rules or regulations.
- 5. Duties and Responsibilities:** You are required to perform duties and take up responsibilities, as may be assigned to you by your manager. You shall not refuse to perform other incidental duties and undertake connected responsibilities as and when called upon. If necessary, you shall work such additional hours as may be necessary for you to perform your duties effectively and in accordance with Quick Heal policies in that behalf and it is agreed that you shall not be entitled to receive any additional remuneration for work done outside your normal hours of work.
- 6. No Alternate Employment:** Since it is a full-time employment arrangement with Quick Heal, while in the employment of Quick Heal, you are in no way allowed to be employed in any other organization on a permanent, temporary or part-time basis or offer any services with or without consideration to any physical person, legal entity or public authority or be occupied in your own business, without the prior written consent of Quick Heal. You shall comply with all directions given by Quick Heal and faithfully observe all the rules, regulations, and arrangements applicable in this respect.
- 7. Undertaking:** You shall not disclose any confidential information of Quick Heal. All the proprietary rights, title, and interests in any and all intellectual properties, such as ideas, .inventions, or works which are conceived, developed, or prepared by you during your employment with Quick Heal, shall vest with Quick Heal absolutely. You shall also be required to comply with certain non-compete and non-solicit restrictions imposed by Quick Heal. As a condition of your employment with Quick Heal, you shall be required to sign and comply at all times with, the attached Confidentiality, Protection of IP rights, and

Non-Competition Undertaking, which shall constitute a part of your employment with Quick Heal.

8. **Background Checks:** Your employment with Quick Heal is conditional upon satisfactory feedback from your references and necessary background, academic, medical, credit/financial and criminal checks. Quick Heal reserves the right to perform background and reference checks at any time during your employment when Quick Heal deems it necessary.
9. **Restrictions on Harassment and Discrimination:** You hereby acknowledge that it is unlawful and against Quick Heal's policy to sexually harass any person or discriminate against any person on the grounds of race, the color of skin, national or ethnic origin, belief or sexual orientation. You will at all times inform your superior of any fact, matter or circumstance with respect to yourself or any other person in the organization, of which you are aware, that constitutes harassment or discrimination.
10. **Misconduct:** Quick Heal reserves the right to dismiss or terminate your employment with immediate effect and without any notice or salary in lieu thereof, for any misconduct on your part, including but not limited to the following:
  - a) You have seriously or persistently breached any of the terms or conditions of your employment with Quick Heal
  - b) You are, in the opinion of Quick Heal, guilty of misconduct, negligence of duty, disloyalty, dishonesty, breach of confidentiality, misrepresentation, indiscipline, disobedience, irregular attendance and any act detrimental to the interests of Quick Heal or otherwise acted in any manner upon which summary dismissal maybe
  - c) You are convicted of a criminal offense.
  - d) Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to Quick Heal's
  - e) Conducting yourself in a manner that is regarded by Quick Heal as prejudicial to its own interests or to the interests of its
  - f) You are guilty of an act constituting misconduct as per Quick Heal's policies or standing orders, if
11. **Data Privacy:** You understand that Quick heal or any of its affiliated entities and its or their duly authorized agents and employees will be asking for your consent to hold and process, both electronically and manually, the data (including personal sensitive data and information contained in e-mail and attachments to email) they collect, store and/or process which relates to you for the purpose of the administration of their employees and business and compliance with applicable laws, procedures and regulations. It may also be necessary for Quick Heal and/or any of its affiliated entities to forward such data to competent authorities (including tax authorities), future employers and potential buyers of Quick Heal or businesses, accounting, auditors, lawyers and other external advisors or vendors, whether they are located in your country of employment or in other countries, to other offices it may have or to another affiliated entity outside your country of employment where Quick Heal has offices for storage and processing.
12. **Governing Law and Jurisdiction:** This letter shall be governed and construed in accordance with the laws of India in relation to any legal action or proceedings to enforce this Letter. You and Quick Heal

hereby irrevocably submit to the exclusive jurisdiction of any competent courts situated at Pune and waive any objection to such proceedings on grounds of venue or on the grounds that the proceedings have been brought in an inconvenient forum.

13. **Supporting Documents:** Please submit the following at the time of your joining, failing which your offer letter stands canceled.

- A copy of the relieving/ resignation acceptance letter From your present employer
- Documentary evidence of the last salary drawn
- Documentary evidence of date of birth (PAN Card/Aadhar Card/Voter id)
- Attested copy of all Educational Qualifications (SSC, HSC, Degree/Diploma/ Certificate of proficiency, if considered for the offer)
- Four passport size photographs with white background only (mandatory).
- Experience & Relieving letters from all previous organizations as declared.

Please Note: the above documents are mandatory to be submitted at the time of joining. In the event of any non-compliance, Company may extend the validity of this Offer or rescind the Offer in totality at its sole discretion. Kindly carry the originals as well for verification.

As a token of your acceptance of our offer of the terms and conditions in this Letter, please sign a duplicate of this Letter, in the space provided below and return the same to the HR Department within 2 days from the date of receiving this letter. Our offer for employment under the terms and conditions specified in this Letter shall automatically lapse unless you confirm your acceptance of it and return a copy to us within the prescribed lime. You are required to treat this letter and its contents as strictly confidential and should not disclose the same to any person or entity without our prior written consent.

We once again would like to thank you for your interest in seeking a career with Quick Heal and hope you will have a fruitful and successful career with us.

Yours sincerely,

**For Quick Heal Technologies Ltd,**



**Reetu Raina**  
**Chief Human Resources Officer**

**Annexure A**

<b>SALARY COMPUTATION</b>		
<b>Components</b>	<b>Per Annum</b>	<b>Per Month</b>
Basic	262500	21875
HRA	105000	8750
Telephone Reimb	18000	1500
Child Education Allowance	4800	400
Food Allowance	15000	1250
Other Allowance	85474	7123
Final Gross	490774	40898
PF	21600	1800
Gratuity	12626	1052
<b>Fixed CTC</b>	<b>525000</b>	<b>43750</b>
<b>Total CTC</b>	<b>525000</b>	

## Salary Details –

1. Statutory deductions will be as per the prevailing guidelines/rules.
2. Applicable Income tax shall be deducted at source.
3. Performance Linked Incentive, If part of CTC, is a variable pay and the disbursement is governed by the Company's PLI policy.
4. Medclaim coverage is for self, spouse and up to two children (details shall be considered as declared by you on HRMS)
5. Kindly refer to the Group Personal accident policy(GPA), Group Medi-claim policy & Group term life policy (GTL) for more specific details
6. Gratuity is governed per Government rules. Pay-out eligibility is min 5 years of continuous service.

By digitally accepting this Letter, I, **Onkar Balkrishna Dorge** accept the terms and conditions as stated in this Letter and acknowledge and represent the following:

1. I have been provided with a copy of this Letter for review prior to accepting it;
2. I reviewed the letter and that I understand the terms, purposes and effects of this letter
3. I have accepted the letter only after having had the opportunity to seek clarifications;
4. I was not subjected to duress or undue influence of any kind to execute this letter and this letter will not impose an undue hardship upon myself,
5. I executed this letter of my own free will and without relying upon any statements made by Quick Heal or any of its representatives, agents or employees
6. This letter is in all respects reasonable and necessary to protect the legitimate business interests of Quick Heal;
7. I have all requisite power and authority, and do not require the consent of any third party to sign this Letter and grant the rights provided herein;
8. The delivery, and performance of this letter by me does not and will not conflict with, breach, violate or

cause a default under any agreement, contract or instrument to which I am a party or any judgment, order or decree to which I am subject;

9. I am not a party to or bound by any employment agreement, consulting agreement, non-compete agreement, confidentiality agreement or similar agreement with any other person or entity;
10. I confirm my agreement to the terms of this letter, and will comply with every undertakingspecified thereto; and
11. I am legally permitted to reside and be employed in