House of Edtech

Date: 01/10/2026 **Reference Number:** GKH/HR/SL/DDD1026

To,
Ms. Deoyani Devendra Dhanjode,
Sant Tukdoji, Ward, Hinganghat - 442301.

Offer of Employment at GK House of Edtech

Dear Deoyani Devendra Dhanjode,

We are pleased to offer you the position of **Business Development Associate** at **GK House Of Edtech Pvt. Ltd.** This offer is effective from your date of joining, which shall be no later than **6th October 2026**. Your initial place of posting will be **Pune**, and you will report to **Business Development Manager,** or any other person designated by the company. You need to bring your **personal laptop (system)** for the role. The employee is exclusively responsible for the secure handling and maintenance of all company-issued and personal assets used for business operations. You are required to join on the scheduled date; failure to do so without prior approval from management will render this offer letter null and void as per company policy. Employees who voluntarily resign within 30 days of joining are ineligible for full and final settlement due to company substantial initial investment in their onboarding and training. Additionally, if the separation is initiated by the company for performance issues, behavioural misconduct, or any other reason within the first 30 days of employment, the employee remains ineligible for F&F settlement.

Key Details of Employment

1. **Compensation & Benefits**

Your total annual compensation (CTC) will be **₹4,65,600** (Rupees Four Lakh Sixty-Five Thousand Six Hundred Only) payable as per the company's payroll schedule and subject to applicable statutory deductions. A detailed breakup of your compensation is provided in Annexure below. Your remuneration may be reviewed after a period of three months based on your performance during this period, subject to the management's evaluation. Your compensation structure and statutory deductions may be revised in accordance with company policies.

In addition, you will be entitled to benefits such as:

a. Performance-based incentives (as applicable)

b. Paid leave as per company policy

c. Employee training and development programs

The details of your remuneration package, including fixed salary and performance incentives, are strictly confidential; disclosure or discussion of these terms with other personnel is prohibited under company policy and may result in disciplinary action

Training and Onboarding Clause

You will initially join the Company as a Business Development Associate and will undergo a structured training and evaluation program as outlined below:

• **Classroom Training (CRT):** You will be required to complete a mandatory one (1) week Classroom Training program to gain foundational knowledge and role-specific skills.

• **On-the-Job Training (OJT):** Upon completion of the CRT, you will undergo an On-the-Job Training (OJT) phase for a period of up to three (3) weeks, during which your practical performance and overall suitability for the role will be assessed.

Your performance, conduct, attendance, and overall suitability will be continuously evaluated throughout the training period.

Upon successful completion of the OJT and subject to meeting the Company's performance standards and business requirements, you will be confirmed as a Full-Time Employee in the role of Business Development Associate.

The Company reserves the sole and absolute right to discontinue your engagement at any stage of the training program in the event you do not meet the required standards of performance, conduct, or attendance, without any obligation to offer full-time employment.

Please note that no remuneration will be paid if you voluntarily resign before the training period is complete. Furthermore, the Company reserves the right to terminate your engagement at any time during or upon completion of the training for performance issues, behavioural misconduct, or any other reason at the Company's sole discretion. Additionally, if the separation is initiated by the company for performance issues, behavioural misconduct, or any other reason within the first 30 days of employment, the employee remains ineligible for F&F settlement.

Training and Evaluation Clause

Your employment with the Company is subject to the successful completion of a mandatory one (1) month Training and Evaluation Period commencing from your Date of Joining. During this period, you will be required to complete all prescribed training modules, assessments, and assigned responsibilities while maintaining the performance, conduct, attendance, and competency standards established by the Company.

The Company will continuously evaluate your learning progress, work performance, behavioural conduct, and overall suitability for the role throughout the Training and Evaluation Period. Successful completion of the training modules or assessments alone shall not entitle you to confirmation of employment. Confirmation shall be subject to the Company's satisfactory evaluation of your overall performance, continued business requirements, and issuance of a written confirmation letter by the Company.

In the event that you fail to meet the prescribed performance, competency, attendance, behavioural, or assessment standards, or if the Company determines that your overall suitability for the role is unsatisfactory, the Company reserves the right, in accordance with applicable laws and Company policies, to discontinue your employment without confirmation. The Company's decision regarding the successful completion of the Training and Evaluation period shall be based on its evaluation of your performance, conduct and overall suitability for the role and shall be communicated to you.

Please Note: Your regular salary activates only upon successful OJT qualification. If eligible within the current cycle, you will be paid immediately; if cleared later, your pay will be amalgamated with the following month's salary, and failure to meet benchmarks will result in no salary payout.

2. Probation Period

You will be on probation for a period of 1 month from the date of joining.

3. Confidentiality & Non-Disclosure Policy

During and after your employment, you are expected to maintain strict confidentiality regarding the company’s proprietary information, course content, technology, and other business details.

4. Intellectual Property

Any intellectual property, including but not limited to content, materials, or ideas developed during your employment, shall remain the sole property of Company.

5. Termination

Either party may terminate this employment by providing [15 days] written notice or payment, during probation in lieu thereof, subject to company policy and applicable laws. Following the successful completion of probation, the required notice period shall be 30 days for either party, subject to company policy and applicable laws.

6. Code of Conduct

You are expected to adhere to the company’s Code of Conduct, policies, and ethical standards always.

7. Accuracy of Information

Your appointment is based on the information provided in your application. Any discrepancy found may result in immediate termination without notice.

8. Retirement Age

Employment ends at the age of 58, with no provision for extension or re-employment.

9. Medical Fitness

The confirmation of your employment is based on the assumption of your mental and physical fitness. If at a later date, the employer is made aware of any uninformed medical conditions and ailments, the employer reserves the right to terminate and/or take any other necessary steps.

10. Zero Tolerance Policy

Immediate termination for the following:

- Misappropriation of company property.
- Harassment, misconduct, or discrimination
- Dishonesty or wrongful monetary gains.

11. Exclusive Employment

Engaging in any other employment or business without company approval will result in termination.

12. Incentive Compensation

You will be eligible to participate in the company's uncapped incentive program. Incentives are paid monthly and are calculated as a percentage of the net sales revenue you generate.

13. Document Checklist

Please provide the following documents for verification:

1) Passport-size photograph
2) ID proof: Aadhaar Card and PAN Card
3) Bank details: Scanned copy of bank statement or cancelled cheque
4) Scanned copies of educational and technical certificates
5) Previous UAN details (if applicable)
6) Last 3 months' salary proof from previous employer (if applicable)
7) Relieving letters and experience certificates (if applicable)
8) Medical Fitness Certificate byRegistered Doctor.

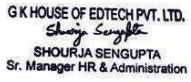
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14. Acknowledgement & Acceptance

Please sign and return a scanned copyof this letter as confirmation of your acceptance.

We are excited to have you join our team and look forward to your contributions to the team House Of EdTech.

Warm regards,



ShourjaSengupta

Sr. HR Manager
GK Houseof Edtech Pvt Ltd
hr@houseofedtech.in

15. Candidate's Acceptance

I, Deoyani Devendra Dhanjode, accept the offer for the position of **Business Development Associate** at GK House of Edtech Pvt. Ltd. under the stated terms.

Signature: _____

Date: _____

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Mandatory UAN Activation & Benefits Overview

Effective 1 August 2025, Universal Account Number (UAN) activation is a mandatory digital process for all EPFO members. This process is now exclusively conducted via **Aadhaar-based Face Authentication** through the **UMANG App**, ensuring a secure, paperless, and employer-independent onboarding experience.

UAN Activation Process

To activate your UAN, please follow these steps on your mobile device:

1. **Download:** Install the **UMANG App** and the **Aadhaar Face RD App**.
2. **Authentication:** Use your Aadhaar linked, mobile number, and a live face scan for secure verification.
3. **Completion:** Upon successful authentication, your UAN and temporary password will be sent instantly via SMS.

Note: Employer intervention is no longer required for this process, allowing you to manage your PF account independently from day one.

Submission of Existing UAN

Employees currently in possession of an existing UAN from previous employment must submit the number along with all other mandatory documentation. This requirement ensures the accurate consolidation of PF records and the seamless continuity of social security benefits.

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SALARY ANNEXURE

SALARY ANNEXURE			
Name - Deoyani Devendra Dhanjode **Designation** – Business Development Associate **Department** - Sales **Date of Joinning -** 06/10/2026			
Salary Break-Up		**Gross Salary Per Month**	**Gross Salary Per Annum**
	Basic (50%)	18500	222000
Salary Bifurcation	House Rent Allowance (30%)	11100	133200
	Special Allowance (20%)	7400	88800
	Monthly Gross	**37000**	**444000**
Organizatns Statutory Liabilities	Provident Fund	1800	21600
	Employees' State Insurance	0	0
Total – Organization's Statutory Liabilities		1800	21600
Deduction	Employees' Provident Fund	1800	21600
	Employees' State Insurance	0	0
	Professional Tax	200	2400
	Total Salary Deduction	2000	24000
	Net Take Home	35000	420000
	Cost To Company	**38800**	**465600**
***	Income Tax deduction as per the income tax act, 1961(if applicable)		

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Moonlighting / Dual Employment Clause

Exclusivity of Employment

• Your employment with **GK House of Edtech Pvt. Ltd** is on a **full-time and exclusive basis**. You shall not undertake any other employment, consulting, freelancing, business activity, or professional engagement, whether paid or unpaid, during your tenure with the company without prior written approval.

Conflict of Interest

- You shall not engage in any activity that:
  - Creates a **conflict of interest** with the company,
  - Affects your performance or availability, or
  - Compromises the confidentialityor integrityof the company's business.

Restriction on External Engagements

• Any external engagement, including participation in **freelance work, startups, advisory roles, or open-source contributions (where applicable)**, must be disclosed and approved in writing by the Organization.

Breach & Disciplinary Action

• Any violation of this clause, including unauthorised moonlighting shall be treated as a **serious breach of employment terms**, and may result in disciplinary action, including termination of employment and/or legal action.

Survival Clause

The provisions relating to Non-Compete, Non-Solicitation, Confidentiality, Intellectual Property, and Moonlighting shall survive the termination of employment and remain enforceable for the specified duration,to the extent permitted under applicable laws in India.