

## Offer Letter

Dear **Shaon Indrajit Barua Alex**,

I am pleased to extend to you an offer of employment to join BlackRock IT Solutions, LLC. Your title will be "**Backend Engineer**". You will be working Remotely. Your employee classification will be categorized as a **Full Time Employee**. The challenge in front of us is both exciting and tremendous and we believe that you will bring the skills and attitude that will become a critical part of BlackRock IT Solutions success. We are eager to have you be part of our team. The specifics of our offer are as follows:

Position Title: **Backend Engineer**

Supervisor: **Sunny Rao**

Effective Date: **03/26/2023**

Salary: 25000/- **BTS**

**Review Cycle:** According to company policy you will be on a 3-month performance review cycle. Your employment with the Company will be governed by the attached Terms of Employment. You must carefully read and understand these Terms of Employment as a part of accepting this Offer. As further detailed in the Terms of Employment, this Offer and your employment with the Company is subject to satisfactory completion of verification and /or background or reference checks, which may occur at any time prior to or after the effective start date of your employment.

Further, at the time of joining you must provide all documentation identified by BlackRock IT Solutions

### **Acceptance and Commencement**

Based on discussions so far you have confirmed that you will be able to join the Company on **03/26/2023**. To indicate your acceptance of this offer and Terms of Employment with BlackRock IT Solutions, please confirm your acceptance/rejection this offer letter within 07 days (seven days) from the date of this letter. If we do not receive your response before the expiration of 07 days (seven days) from the date of this letter, the terms of this Offer of employment will be deemed to have been rejected by you, unless otherwise communicated to you by the Company in writing. Further, at the time of joining you are required to provide all documentation identified in BlackRock IT Solutions along with the signed copy of this offer letter and Terms of Employment.

By accepting this Offer, you expressly agree that you will join on the start date mentioned in above, unless otherwise agreed to in writing with the Company. Any request for change in date of joining must be sent to [HR@Blackrockitsolutions.com](mailto:HR@Blackrockitsolutions.com) at least 5 days prior to your date of joining as provided earlier. Please contact us immediately if you require an alternate joining date.

You're joining the Company will be subject to submission of all the above along with the mandatory documents listed in BlackRock IT Solutions.

After acceptance of the offer of employment or any time during your employment with the Company you may have to undergo drug/alcohol/substance test based on the project you are deployed. This offer and your employment with BlackRock IT Solutions are contingent upon you completing tests as per the requirements of the Company and in the instance of failing these tests namely the drug/alcohol/substance test, BlackRock IT Solutions may, in its sole discretion, elect to terminate or suspend your employment immediately.

In the event a government body/authority exercising its jurisdiction and statutory power/authority seeks information pertaining to any aspect of your employment, the Company shall provide such information to the government body/authority without any notification to you. The foregoing shall be applicable to information pertaining to your employment being shared in pursuance of statutory requirements/compliance. You may belong to this category and your details will be disclosed to these authorities.

You must provide copies of all mandatory documents required by the Company before joining and during your employment, as per the timelines specified/communicated by the Company from time to time. These documents include but are not limited to your education and past employment/s. The offer of employment and your employment with the Company is dependent on prompt submission of such required documents. Non furnishing of mandatory document/s within the specified time shall result in termination of employment.

**COMPENSATION & BENEFITS**

Annual compensation structure as per the Company guidelines are:

Total Cash Compensation Elements*	
Annual (Rs)	
Annual Fixed Compensation	300,000/- BTS

## **On Boarding**

### **REQUIRED DOCUMENTATION**

- Two copies of your recent passport size photographs
- PAN card copy
- Signed soft copy of the offer letter
- Document/s containing start date and end date of the last two employers.
- Copy of Degree/PG/Diploma (wherever applicable) certificates
- Copy of all semester mark sheets (last semester mandatory)
- Relieving Letters from earlier employer
- Experience Certificate from 2 earlier employers (if relieving letters not submitted)
- Passport copy, if available (if not please apply immediately)
- Copy of Aadhaar Card or copy of receipt of Aadhaar enrolment number which we request you to voluntarily provide for meeting the UAN generation requirement and any other compliance required by governing regulating authorities like EPFO, ESIC and others. Please note that by voluntarily sharing your Aadhaar details, you are also authorizing us to share it with third parties under contract with the company and bound by confidentiality provisions to meet any regulatory requirements and internal procedures of the company including but not limited to making verifications.

### **DECLARATION**

I hereby represent and warrant that I have not, during the course of any current/previous employment and any other employment or contractor relationships, entered into or agreed to any arrangement which may restrict, prohibit or debar or conflict or be inconsistent with my acceptance of the offer made by the Company or employment with the Company, including, but not limited to, any time-bound non-compete agreement, restrictive employment agreement or other restrictive terms.

I hereby represent and warrant that I shall not bring into BlackRock IT Solutions premises (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to trade secrets) with myself to BlackRock IT Solutions, including any such documents or materials from my previous employer. To the extent I feel that my employment at Accenture would require me to bring any third-party documents or materials to BlackRock IT Solutions I shall not bring any such documents or materials unless I have taken all permissions/approvals from the third parties before accepting the offer from BlackRock IT Solutions. I further represent and warrant that I have not and will not inappropriately disclose or misuse any confidential information obtained from and/or in connection with any current/previous employer and any other employment or contractor relationships. I agree and acknowledge that a breach of this provision shall entitle BlackRock IT Solutions to terminate my services with immediate effect.

ACKNOWLEDGED AND AGREED:

Name: Shaon Indrajit Barua Alex

Signature: 

Date: 27<sup>th</sup> March 2023

**Disclaimer:** This document and any attachments to it (in part or in whole the "Communication") are confidential, may constitute inside information and are for the use only of the addressee. The Communication is the property of BlackRock IT Solutions and its affiliates and may contain copyright material or intellectual property of BlackRock IT Solutions and/or any of its related entities or of third parties. If you are not the intended recipient of the Communication or have received the Communication in error, please notify the sender or BlackRock IT Solutions immediately, return the Communication (in entirety) and delete the Communication (in entirety and copies included) from your records and systems. Unauthorized use, disclosure or copying of this Communication or any part thereof is strictly prohibited and may be unlawful. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of BlackRock IT Solutions and its affiliates. BlackRock IT Solutions does not guarantee the integrity of the Communication, or that it is free from errors, viruses, or interference."

Terms of Employment

**Professional Conduct:** You will conduct your business in a professional manner and adhere to our company policies and procedures. Any violations are cause for immediate termination.

These policies include but are not limited to: Drug Free Policy, Employee Notification, Consent, and Medical Authorization and Release, Pre-Employment Notification, Consent, and Medical Authorization and Release, Training Cost Agreement, Harassment Policy, Confidentiality, Nondisclosure and Non-Competition Agreement, Hardware Usage Policy, Software Usage Policy, Email Usage Policy, Internet Usage Policy, Tenets of Operation. Some of these are summarized below. All policies are provided separately.

**Disclosure or Misuse of Information:** You shall not use, disclose, or provide access to any Confidential Business Information obtained while employed by BlackRock IT Solutions. You shall not disclose any sensitive or confidential Client information obtained from any Client while working on any Client related assignment. Upon termination of this agreement, you shall deliver to BlackRock IT Solutions originals, manuals, training materials, and other BlackRock IT Solutions property.

**Timesheet Reporting:** Employee must use insightful software to clock in and clock out, if failure to do so will impact employee pay which also results in disqualification of any bonus or compensation, also the following week hours will be considered as 0.

**Present & Past Employment Contracts:** You agree to abide by the terms of your existing and previously agreed to employment contracts, including any non-compete clause. You will be responsible for any legal fees associated with any real or perceived violations of such agreements.

**Termination:** The employee may not terminate the employment agreement before one year from the joining date. The employee may terminate the employment agreement with 60 Days' notice period once he completed one year, by providing written notice. If the employee terminates the employment before one year employee will be responsible to pay back the total pay paid till that date and 100% of the legal fees and any 50% of other services expenses incurs in collecting the money back. BlackRock IT Solutions reserves right to report to the credit bureau as collection of the amount employees responsible to pay back, unless otherwise negotiated with the employer. Agreement for a shorter notice period will not be unreasonably withheld. When the agreed notice is not given, the unexpired notice may be paid or forfeited by the party failing to give the agreed notice. This shall not prevent the employer from summarily dismissing any employee. Without notice for serious misconduct or other worthy cause in accordance with the employing disciplinary procedures and/or rules of conduct. Employer reserves the right to terminate at any time for any cause or no cause as the employment is at will.

**Other Work:** BlackRock IT Solutions, expects that you do not have other employment. If you currently have and intend to keep such other employment you will discuss with BlackRock IT Solutions, management to ensure it will not interfere in any way with your quality, timeliness, delivery, or any other aspect of work with BlackRock IT Solutions, Any Outside Business Activities (OBA's) must be approved in writing by BlackRock IT Solutions and submitted to Human Resources. Unauthorized OBA's could be cause for termination and Employee agrees to pay in damages of 60% of the compensation paid till the violation date by BlackRock IT Solutions, additionally employee agrees to pay any legal and administrative fees for collection of damages.

**Non-Compete:** BlackRock IT Solutions, employee understands the nature of our business is building strong company ties with our clients and delivering exceptional customer service. Furthermore, BlackRock IT Solutions, LLC employee recognizes that in doing such, Clients request our employment or some other organization (Competitor) wanting to work with the Client, may request our direct or indirect employment. BLACKROCK IT SOLUTIONS employee recognizes that if they were to leave BLACKROCK IT SOLUTIONS employment and work directly or indirectly for the Client or Competitor in a similar or related manner, it would most likely have a negative financial impact on BLACKROCK IT SOLUTIONS. Accordingly, BLACKROCK IT SOLUTIONS employee agrees for 24 months after leaving BLACKROCK IT SOLUTIONS employment, they will not

A) accept employment directly or indirectly with any Client BLACKROCK IT SOLUTIONS has worked with during their employment with BLACKROCK IT SOLUTIONS, or

B) work for a Competitor at or on an assignment for any Client BlackRock IT Solutions has worked with or proposed work to during their employment with BLACKROCK IT SOLUTIONS. Furthermore, BLACKROCK IT SOLUTIONS employee agrees if they do accept such employment with Client and /or Competitor, employee will pay BLACKROCK IT SOLUTIONS damages equal to one-half of their final annualized compensation package, and BLACKROCK IT SOLUTIONS will pursue all means to collect such funds.

**Salary:** Given the nature of the consulting the first pay of the employee will be after 45 days of the completed joining month. The second month salary will be directly deposited into the employee bank account 15th of every month after the first month salary deposited, Employee agrees to this pay date without any objections.

**Work from Home:** With the pandemic effecting and disrupting the effectiveness of the onsite office or travel. BlackRock IT Solutions has decided to be a remote only company having offices for legal and compliance purpose. BlackRock IT Solutions treats and prides on giving this benefit to the employees, but with the past experiences we seen people abusing this benefit here are rules of road for working from home

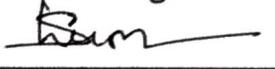
**Rules of the Road:**

1. Here are the working days and hours Monday to Friday 7 Pm IST to 4Am IST (For Full Time Employees Only)
2. Clock in and clock out on Insightful is must, and hours should be 9 hours with break(For Fully time Employees Only, there is no exception for delay or missing a clock
3. We know that we all are humans and have issues whether its family or personal, all we ask is give us enough notice not later than 24 hours
4. There should be a work life balance and we encourage it at the same time we also need to support client's needs
5. You will also get time off for most of the public holidays as mentioned in Employee Handbook
6. If the daily hours are less than 9 and monthly hours are less than number of working days times 9 (For Full Time Employees only), the hours will be used towards loss of pay

**Contractor ACCEPTANCE**

The signing of this letter acknowledges the acceptance of the offer contained herein:

Candidate Signature:



Date:

27<sup>th</sup> March 2023

Print Name:

Shawn Indrajit Barma Alex