



Letter of Appointment



Date: 26/10/2024

To,

Name: Ms Mayuri Pal

Address: C/O Sharbari Pal, Shiva Kunj, Flat no 12,

Nivedita Road, VTC Siliguri (M Corp), P. O Pradhan Nagar,

Sub District - Siliguri, District: Darjeeling

West Bengal - 734003

Subject: Appointment as Psychologist (Consultant) with Neuro Revolution International Pvt Ltd.

Dear Mayuri,

We are pleased to offer you the position of **Psychologist (Consultant)** at Neuro Revolution International (NRI for short henceforth) Pvt Ltd. Your role will primarily involve consultation with pediatric patients with neurodevelopmental disorders such as Autism, ADHD, etc., to provide one-to-one therapies aimed at facilitating neurological development. You will report directly to the Head of Department (HOD)/Chief Psychologist, Ms Anmol Joy Anthony .



Following are the specific terms and conditions of this appointment letter. Please read these important details carefully.

Acceptance and commencement:

Your appointment will be effective from 4th November 2024 or earlier date of joining. If you do not confirm your acceptance, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Communicate acceptance of the offer and confirm your date of joining.
- Report to the office at : Neuro Revolution International ,1, Laxmi Vilas Rd, Bhosale Nagar, Hadapsar, Pune, Maharashtra 411028, on 4th November 2024 at 10:00 am.

On your joining date, please bring the photocopies of the following mandatory documents:

- a) Education degree certificate and all year mark sheets for the highest degree attained.
- b) Proof of identity (Compulsory): Passport & Aadhar card.
- c) PAN card copy, if you do not have PAN card, then kindly apply for one immediately and bring the acknowledgement on the day of your onboarding.
- d) Latest 1 passport size photograph (Formal attire).
- e) Reference Letter (if fresher)
- f) Experience letter (if you have work experience)
- g) Bank account details (Bank account number and IFSC code / canceled cheque)

Please note that all above documents are mandatory and you will not be allowed to join without them.



Consultation fee and Compensation

You will receive an annual Consultation fee package of INR 276000/- (Two Lakh Seventy Six thousand Only). See the table below for detail:

Consultation Fee	Monthly	Annually
Basic	20000	240000
Incentive	3000	36000
Total	23000	276000

Note: Incentive is based on Monthly performance rating. The rating ranges from 1 to 5 . Where each rating gets the following pay:

Rating 1 and 2 = 0 Incentive . Performance Improvement Plan is initiated.

Rating 3 = Rs 1000, Rating 4 = Rs 2000 and Rating 5 = Rs 3000

Payment is made on 'no work no pay basis'. TDS applicable as per government rate

At the time of allowance payment, the person must have been employed with the company. In the event, the consultant resigns within 2 years of continuous service from date of joining, The company shall be recovering the relocation/retention allowance paid to you, and you are liable to pay liquidated and unliquidated damages. Tax deductions and other deductions will be done at the source. You will receive the variable amount based on your performance strictly.

Payment Schedule

Your Consultation fee will be paid to you on a post work monthly basis on 10th of the following month. For example, after you work the month of October and you raise an invoice on 5th



November, you will be paid on the 10th of November, less required deductions according to the IT Laws, through direct deposit into your bank account.

Work location:

Your initial posting / work location will be Neuro Revolution International, 1, Laxmi Vilas Rd, Bhosale Nagar, Hadapsar, Pune, Maharashtra 411028. However, your services are transferable, and you may be assigned to any office / location of NeuroRevolution, Inc., a subsidiary, or associate company or customer site. In such a case, you will be governed by the policies of that location. Your appointment is subject to you getting declared medically fit by the registered medical practitioner before your date of joining. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education, and consulting engagement/work/academic history. Your consulting engagement is also contingent upon your ability to work for the company without restriction (i.e., you do not have any non-compete obligations or other restrictive clauses with any previous employer). In case any information is withheld or found to be incorrect, your appointment shall be deemed to be irregular. The company can terminate such consulting engagement without notice at any time, without prejudice to its right to take any other civil / criminal action against you

Hours of Work:

The normal working days are Monday through Saturday, you will be required to work for such hours as necessary for the proper discharge of your duties to the company. The normal working hours are from 10:00 am to 7:00 pm and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.



Your Consulting responsibilities include but not limited to:

Assist in Collecting detailed history of child,

- Assist in Arriving at a diagnosis and profile abilities with strengths and weakness,
- Design IEP for the child with behavior goals, both short term and long term,
- Provide appropriate intervention, specifying type, frequency, intensity and duration of treatments,
- Implement and Evolve the IEP and treatment plan with HOD to define goals, plan action, gain insight to achieve effective development,
- Modify, revise and update IEP from time to time in consultation with HOD and progress of the child,
- Conduct individual and/or group sessions for maximum gains,
- Conduct parent counseling and training sessions, where asked to.
- Consult reference material, text books and manuals in order to update knowledge, improve skills and keep up to date with latest trends in treatment,
- Provide occupational, educational and other information to individuals for future goals,
- Report writing and parent counseling with interpretive session about report, where needed,
- Active participation in all department activities including meetings, workshops, seminars, teacher /parent training sessions. Participating in organizing, updating and maintaining materials, toys, equipment used by therapist and children,
- Feedback to referring doctors, schools and teachers and HOD,
- Case conference



- Developing constructive and cooperative working relationships with colleagues and others and maintaining them overtime,
- Indulge in ethical clinical practice with diligence and punctuality,
- Creating a baseline for every patient & maintaining therapy reports along with home programs.
- Attend department meeting as and when required
- Recording self video of therapy sessions
- Working appropriately on feedback provided by HOD
- Any other work/responsibility assigned by the HOD/Management in the course of business/work whether within the same unit/Dept. or any other unit/Dept. from time to time
- Other duties as assigned from time to time.

Training/probation period:

You will be on training for a period of 3 months (3) and probation period of 3 months from the date of your joining, which will be extended at the discretion of the Department/HR/Chief Psychologist, if it considers necessary, by a period of 6 months at a time, your services shall not be confirmed unless & until it is not given in writing by the HR or Chief Psychologist/MD. During the probation period your services will be liable to termination by either side after giving 45 days' notice (or at our option 45 days' pay in lieu of notice) except in the case of physical or mental incapacity, interference, insubordination or dishonesty or unauthorized absence or any other misconduct in which case, your services may be terminated without any notice.



Notice Period:

On satisfactory completion of the period of probation, you will be confirmed in our services and on confirmation, the consulting engagement contract can be terminated from either party with three (3) months' notice except in case of physical or mental incapacity, interference, insubordination or dishonesty or unauthorized absence or any other misconduct in which case, your services may be terminated by the company without any notice. In the event of your resignation from the services of the company, you will be required to give the company three (3) months written notice or forfeit, in lieu of your Consultation fee including allowances (Gross Consultation fee) for three (3) months or pro-rated for the period by which your notice falls short.

Further, you shall not be entitled to adjust your notice period against privilege leave, if any, standing to your credit. The consulting engagement contract may be terminated without notice by the company if you have materially breached your duties as set forth in this appointment letter. You agree that in the event of the termination of your services with the company, you will assist the company with any procedures in connection thereto. Additionally, any joining expenses i.e., headhunter cost, medical checkup cost, relocation cost, buyout notice pay, any other expenses paid, will be recovered by the company if you leave the organization before two years of your joining. You will be a whole-time consultant of the company and shall not engage yourself directly or indirectly, in any other work either paid or in the honorary capacity outside.



Transferability:

You shall be subject to transfer from one job to another or from one department to another or to other offices/subsidiaries/associate companies of the company, to work at any place worldwide either in existence or which may come into existence at the time of transfer. Your working hours will be determined by the office or factory to which you are so posted from time to time.

Confidentiality:

You also understand and agree that the business of Neuro Revolution International Pvt Ltd and its parent company is unique and specialized and that, in connection with your consulting engagement with the company, you will receive or have access to confidential information both techno/ commercial and you agree that at all times from and after the date of this appointment, you will keep secret all such confidential information and will not, except as required by the law or as an consultant of the company, directly or indirectly, or individually or collectively,

“Use” or “Disclose” the same to any person or entity without first obtaining written consent of the company. At any time, the company may so, request you to handover to the company all books, notes, memoranda, manuals, notebooks, tables, drawings, calculations, records, and other documents made, compiled by, or delivered to you containing or concerning any confidential information including copies thereof in your possession, it being agreed that the same and all information contained therein are at all times the exclusive property of the company. On cessation of consulting engagement from the company either by way of resignation, termination, you shall not use either for personal use or for any other party, any discoveries, improvements, developments, and inventions made during the consulting engagement. If the organization came to know that you have disclosed information, you are liable for legal proceedings and the company has the right to recover damages.



The company shall at all times have the right to access and monitor all emails created, sent / received, or stored by you using the company facility and on the company's system at any time without giving you any prior notification. All such data and information shall be the property of the company at all times. Information pertaining to company operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidentiality agreement with a previous employer, you must notify the company and indemnify the company against any breach thereof.

Non-competition obligation:

In case of termination of the contract, you shall not join or enter into any activity in any business, company or partnership which competes, directly or indirectly, with the business of the company and/or the business of the group. Such non-competition obligation shall last 2 years from termination of the contract. In case if you want to join a competitor, you have to pay a one year Consultation fee (Cost to company) based on the last drawn Consultation fee, if you fail to pay said amount, the company reserves the rights to take the legal actions.

Leave Policy:

You will be entitled for leaves as per the company's current policy.

Annual Performance evaluation:

According to the company's compensation policy, the compensation received by the consultant should reflect the responsibility held and the performance. The performance will be evaluated and reviewed on a monthly basis, based on the performance evaluation policy.

- All consultants on company roll are eligible for performance pay from the date of joining

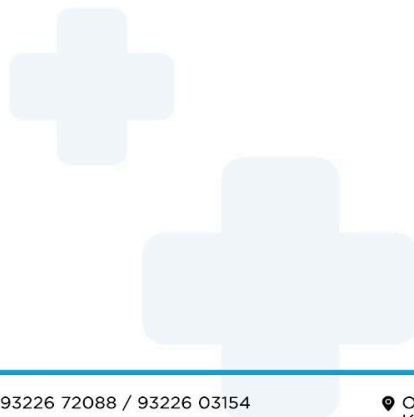


- In the first year the performance pay will be calculated in pro rata basis as per the date of joining
- The performance pay will be paid monthly or only once a year, in April onwards for the previous year
- The consultant who are under notice period are not eligible

Your individual remuneration is strictly between yourself and the company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merits. This information and any changes made therein should be treated as personal and confidential.

Training:

As and when required you shall undergo trainings both in India and abroad. During long term (≥ 1 year) training / stay in abroad you can stay with your family (consultant, spouse and 2 kids) with the prior approval from management.





Retirement:

You will retire from the services of the company on attaining the age of 58 years or as per rules pertaining to retirement from service applicable at the time of your retirement. Retirement action will be performed one day prior to the last working day of the retiring month.

General Information

Upon your resignation, retirement from the company or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files, and books etc. (including but not limited to leased properties). You may be required that you work in various shifts (defined in the company policies i.e., General shift, first shift, second shift, third shift) based on work / project requirement. You are not allowed to make proposals, offer discounts, or sign any agreement or make commitments on behalf of the company without written consent of a director of the company. You will at all times obey the lawful orders of your superiors in the company and will not divulge or communicate to any person or persons, natural or juristic, any information "whether of technical, commercial or general nature" about the affairs of the company or of their management.

Your services will be governed by the policies, rules and regulations or standing orders or office orders of the company, which may be in force at the time of your joining or enforced or amended from time to time during your service with the company.

During your outstation business trips you will be paid TA/DA according to the city and country of travel. During your postings abroad you will be paid your Indian Consultation fee + daily allowance as per company policy.



Your appointment and continuation in the consulting engagement will always be subject to your remaining physically and mentally fit and alert. The management / The company may send you for medical check-up or examination to any doctor/ registered medical practitioner at any time during the course of consulting engagement. The decision of the management in this behalf shall be final and binding upon you.

It is your responsibility to notify the company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the company.

The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At NeuroRevolution International, we are changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this service contract on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to us.

We welcome you at Neuro Revolution International and would like to state that we are expecting a fruitful long term association. We can assure you of adequate growth and opportunities within our company.

Yours Faithfully





I, _____ (Full Name) have fully read and understood the terms and conditions mentioned in this document and agree to abide by them.

Signature:

Date:

