

PRIVATE AND CONFIDENTIAL

Our Ref: SQ/1734

Date: 27 February 2026

**AROCKIADOSS M
OFFSHORE**

Dear **AROCKIADOSS M**,

FIXED-TERM EMPLOYMENT CONTRACT FOR RPA DEVELOPER

This Employment Agreement ("Agreement") is entered into as of **2nd March 2026**, by and between Skill Quotient Technologies Private Limited ("Company") and **AROCKIADOSS M** ("Employee"). The Company hereby offers employment to the Employee, who accepts such employment, under the following terms and conditions:

1. Position

- a. The Employee shall serve in the position of **RPA DEVELOPER**.
- b. The employment commencement date shall be **2nd March 2026**.
- c. Skill Quotient reserves the right to determine the Employee's title, salary, benefits, duties, and work location. Due to operational requirements, the Employee may be assigned staggered hours, or shifts, or be required to work on public holidays as necessary due to project demands, client requirements, or urgent deadlines

2. Period

This is a Fixed Term Contract for twelve (12) months, commencing from **2nd March 2026** to **1st March 2027**. This contract may be renewed upon mutual agreement before the end date.

3. Working Hours

Rotating shift working hours shall be from **3:00 a.m. to 3:00 p.m.** or **2:00 p.m. to 10:00 p.m.** or subject to the client's working hours MYT from Monday to Friday. The Employee may be required to be flexible to work for longer hours and on weekends / public holidays and on shifts as and when required. The weekend and public holidays worked by the employee shall be compensated as per client requirements or Internal management discretion.

4. Compensation

- a. The Employee's total annual cost to the Company is **INR 15,00,000 (the details as per Annexure 1 attached below) effective 2nd March 2026**. Salary adjustments may be made at the sole discretion of Skill Quotient based on performance or other relevant factors. All compensation details are confidential and may not be disclosed without prior authorization.
- b. According to the Indian Payment of Wages Act, 1936, salary payments will be deposited into the Employee's bank account before the 7th day of the following month, subject to the approved timesheet from the Reporting Manager / Department Head /



Client. The Employee is expected to submit an approved timesheet by the last working day of each month to ensure timely payment.

5. Annual Leave

- a. You are entitled to **twelve (12) days of annual leave**. Annual leave is accrued monthly at the rate of 1 day per month for the first 12 months of employment and with accrual and usage governed by Skill Quotient's annual leave policies. For vacation periods exceeding **three (3) working days**, you are required to provide at least **fifteen (15) working days'** notice to your supervisor. Leave requests, including unpaid leave, should be planned to minimize impact on project activities, except in cases of emergency.

6. Sick Leave

You are entitled to **fourteen (14) days of sick leave**. A medical certificate as proof of illness is mandated for extended sick leave 2 days above and the certificate is required from the company's panel clinics, authorized government hospitals, or, in cases of emergency, any registered medical practitioner. Failure to provide a medical certificate for extended leave may result in unpaid leave being applied for the absent days.

7. Medical and Hospitalization Benefits

You are eligible for annual inpatient **hospitalization coverage up to INR 500,000**. This insurance coverage applies only to employees physically present in India. **This benefit is not claimable during your notice period or after the submission of your resignation letter.**

8. Skill and Performance

You confirm that you possess the necessary skills, qualifications, and ability to perform your job duties and agree to meet Skill Quotient's performance standards. You also confirm that you have disclosed any relevant information regarding criminal charges, convictions, or bankruptcy proceedings, either past or present, to the best of your knowledge.

9. Fidelity to Skill Quotient

- a. You agree to devote your full time, attention, and effort exclusively to Skill Quotient's business and interests. All services assigned to you should further the company's welfare and best interests. Written approval is required before engaging in any outside activities for financial gain, and such activities must not conflict with Skill Quotient's interests. You also agree not to disclose any confidential information regarding Skill Quotient's operations to third parties without prior written consent from the Managing Director or equivalent authority. Examples of conflicting activities include working for competitors, starting a similar business, or holding a directorship in a competing firm.
- b. You agree not to accept or solicit any loans, gifts, benefits, or promises thereof from clients or individuals with whom you have professional or business interactions without the company's prior written consent.

10. Termination of Employment

a) **Termination by Skill Quotient** at mutually agreed by both parties or by either party, with **one (1) month's written notice** or payment of **one (1) month's basic salary in lieu of notice**. for "Cause," the decision shall be based on the client's determination regarding project arrangements.

- i. Non-renewal of the project's work order by the Client.
- ii. Termination of the project's work order by the Client.
- iii. Suspension of the project by the Client.
- iv. Termination of the project by the Client.

b) **Termination by Skill Quotient**, at its sole discretion, for "Cause," as defined below, with no severance compensation, "Cause" includes, but is not limited to, any of the following, as determined by the Company:

- 1. Breach of any term in this Agreement.
- 2. Failure to meet performance standards.
- 3. Conduct detrimental to Skill Quotient's integrity, including but not limited to:
 - i. Acts of insubordination such as refusing to comply with lawful and reasonable orders from superiors.
 - ii. Dishonest behaviour such as theft, fraud, or embezzlement.
 - iii. Neglect or failure to carry out assigned duties.
 - iv. Physical or mental incapacity that impairs job performance.
 - v. Breach of fiduciary responsibilities.
 - vi. Acts of physical harm or intimidation against colleagues, clients or management.
 - vii. Providing false or misleading information in your resume or related documentation.
 - viii. Providing false or misleading information during interviews or in job applications.
 - ix. Engaging in, being charged with, or being convicted of a criminal offence bringing disrepute.
 - x. Unauthorized or improper use of Company, Client, or third-party software or hardware.
 - xi. Copying materials belonging to any party onto any other medium without prior written consent from the Company or Client.
 - xii. Absence from the Company or Client premises without notice for two consecutive days.

4. Upon the occurrence of **Voluntarily Resigns** by the Employee from their employment, the Employee shall provide the Company with **one (1) month's prior written notice**. Such notice shall take effect upon receipt by the Company. At the sole discretion of the Management, the Company may permit the Employee to make a payment equivalent to one (1) month's basic salary in lieu of serving the required notice period. Such acceptance shall be subject to prior written approval by the Company.
5. Encashment of accrued but unutilized annual leave is restricted to situations where the employee's employment is concluded, specifically including voluntary resignation, ending contract by employer or retirement.
6. If the employee voluntarily resigns within the first six (6) months of employment Employee is required to reimburse the company for the:
 - a. Recruitment Expenses
 - b. Any buyout costs incurred during the hiring
 - c. Training Costs incurred for professional development or specialized training during the contract period
 - d. Advances or Loans that granted to the employee
 - e. Replacement costs for lost or damaged company assets, if attributable to the employee's negligence.
7. In the event the Employee fails to serve the full notice period, the Employee shall be liable to pay the company compensation equivalent to the Employee's salary for the entire unserved notice period

c) Non-Competition and Non-Solicitation

For a period of **twenty-four (24) months** following the termination or completion of your employment, whether within Malaysia or elsewhere, you agree not to engage in any business or activity that directly competes with Skill Quotient in any capacity. Additionally, you agree not to seek or accept employment, directly or indirectly, with any clients or partners (past or present) of Skill Quotient for whom the company has undertaken projects in which you were directly involved, without obtaining prior written consent from the company.

11. Confidentiality

You agree to keep all confidential information of the company, including trade secrets, business strategies, client details, pricing, salary information, and proprietary procedures, strictly confidential. Such information may not be disclosed to third parties without prior written consent. This confidentiality obligation shall survive the termination of this agreement for a period of five (5) years.

12. Policies and Procedures

You agree to fully adhere to and comply with all rules, policies, and procedures that the Company may establish, at its sole discretion, from time to time.

13. Successors and Assignments

The Company's rights under this Agreement extend to its successors, assigns, subsidiaries, affiliates, and branches, including any entity to which you may be transferred. You are not permitted to assign any of your rights or obligations under this Agreement, including those concerning your employment start or termination.

14. Entire Agreement

This Agreement, along with the Offer Letter and the Employee Confidentiality and Intellectual Property Agreement, constitutes the complete agreement between the parties ("Entire Agreement"). It supersedes any prior agreements and may only be amended by a written document signed by both you and the Managing Director of Skill Quotient or an authorized representative.

15. Waiver

Any delay or failure by the Company to enforce punctual performance of any provision, or to exercise any rights under this Agreement, shall not be considered a waiver of any future default or breach on your part.

16. Severability

Should any provision of this Agreement be deemed invalid by a court of competent jurisdiction, all remaining provisions shall continue in full force and effect.

Yours sincerely,
Skill Quotient Technologies Private Limited



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MURUGAN MOGAN
Group Human Resources Manager

Acknowledgement

You acknowledge that you have read and understood this Agreement and have had the opportunity to seek independent legal advice before signing it.

Employee Name : _____

Signature : _____

Passport/NRIC No : _____

Date : _____

ANNEXURE 1

Name	AROCKIADOSS M
Designation	RPA DEVELOPER
Company Name	SKILL QUOTIENT TECHNOLOGIES PVT LTD
Location	OFFSHORE – INDIA

	SALARY STRUCTURE	
	MONTHLY	ANNUALLY
CTC	125,000	1,500,000
SALARY HEADS		
Basic Pay	62,500	750,000
House Rent Allowance (HRA)	25,000	300,000
Medical Allowance	1,250	15,000
Conveyance Allowance	1,600	19,200
Special Allowance	34,650	415,800
Total Earnings (A)	125,000	1,500,000
Employers PF contribution	1,800	21,600
Employee PF contribution	1,800	21,600
Professional tax (as per the Local State Act)	200	2,400
Income Tax - TDS (only indicative – actual as per prevalent statutory regulations)	0	0
Other Deduction	0	0
Net Deductions (B)	3,800	45,600
Net salary (A-B)	121,200	1,454,400

Note:

- I. Rate of TDS is subject to the Declaration and submission of related information and documents by the employee.
- II. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions of the Income Tax Act and Rules made there under as well other applicable laws, if any, as may be in force from time to time.