



The Crimson Wizard

ADDING . MAGIC

By accepting this offer, you are also confirming that: -

- You have terminated your employment with your previous employer (if any) and comply with their terms and conditions.
- There are no contractual obligations to your earlier contracts that would prevent you from delivering your responsibilities with the Company or taking up this Company's position.
- The Crimson Wizard is not liable for any past dues you owe as part of the termination of any previous employment.
- You are not bringing in any Intellectual Property that you do not have its sole ownership of.

This offer will be valid for one week from the date of this letter. If this offer of employment is acceptable to you, please let us know your employment acceptance by sending a confirmation email & signature uploaded offer letter. If we do not hear back from you within this period, this offer will be deemed to be canceled, and we are not obliged to keep the position open for you.

If you accept this offer, you are required to join on **03rd March 2025**. If you cannot report for joining on the said date, you must inform the Company in writing. The following documents are required to be produced at the time of joining. Please provide originals and self-attested Photostat copies; originals will be returned after verification.

1. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th & 12th mark lists
 - Undergraduate/degree mark list and degree certificates
 - Post-graduation mark list and degree certificates (if any)
 - Other qualifications - mark lists and certificates (if any)
2. Proof of identity, i.e., PAN card, driving license, Electoral card.
3. Photographs (3 copies)
4. 4 months of Salary slips (if any)

We take immense pleasure in welcoming you to our organization and hope that your period of service with us will be long, pleasant, and of mutual benefit. We hope you will find this offer acceptable, and we wait to welcome you to The Crimson Wizard.

The Crimson Wizard

ADDING . MAGIC

APPENDIX A

Employment Terms and Conditions

Profile Verification

This offer is subject to the verification of details furnished by you during the discussions and interviews. Supposedly any of these details are found to be incorrect or falsified in time during your employment; this offer letter and subsequent employment status stand were cancelled with immediate effect.

Employee Duties and Responsibilities

You will be starting at the Company at the designated position as per the Offer Letter. However, you will be expected to perform the duties and responsibilities of the roles that will be assigned to you from time to time by the Company.

You will be expected to display high levels of initiative and efficiency in your work. You are also expected to perform your duties and responsibilities meticulously and to the best of your capabilities and to the satisfaction of the Company. You are expected to demonstrate this level of commitment for tasks that are part of your job profile and any other task that you would be expected to perform during your employment with the Company.

You are responsible for ensuring quality output in all activities you engage in directly as an individual or team member/leader. As a full-time employee, you shall devote your time and capabilities to discharge your duties and responsibilities. You also agree not to engage in commercial activities that could conflict with your time and availability to deliver your responsibilities during employment with the Company. However, you are free to engage in not-for-profit activities while you are not under official obligation and outside of your office hours.

Salary

Your Stipend will be ₹5,000 and will be paid on the 1st week of the following month. Your salary will be directly deposited in your bank account. Upon completing your internship, your salary will be assessed accordingly.

Benefits

The Crimson Wizard

ADDING . MAGIC

Upon completing your probation period, the Company will aid with experience and training as part of professional development and career growth.

Increments and Promotions

Your career path in the Company will depend solely on your performance and your capability. Your managers and peers will review your performance regularly, providing the criteria for your increments and promotions. Regular performance reviews will be conducted every six months.

Expenses and Reimbursement

You will be reimbursed the necessary and reasonable out-of-pocket expenses incurred by you as part of delivering your responsibilities subject to the submission of bills/tickets or associated documents and approval of the same by the Company.

Medical

The Company may decide to terminate your employment based on valid medical advice that you have become physically/mentally incapacitated to such an extent that you cannot deliver the responsibilities entrusted to you.

Working Hours

The regular working hours of the Company are 10:00 AM to 6:00 PM Monday to Friday. Saturday and Sunday are holidays. However, employees might be required to occasionally work over the weekend based on client and project needs and demands.

Work Location

You will be working from home until it is absolutely required to report to work. The office reopening timeline will be shared with you.

Holidays and Leave

The Crimson Wizard

ADDING . MAGIC

The Company will provide 4 sick leaves & 5 planned leaves in duration of your internship. The paid leave will be accrued at the rate of 1 leave per month. Except for emergencies and medical reasons, the leave will be granted only on your manager's three days' prior notice and approval.

Intellectual Property Rights

The Company will retain ownership of all intellectual properties generated during your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during your employment and as part of your employment will be vested in the Company. By this contract, you have also undertaken to sign any associated documents to confirm the above ownership further. Unless permitted by an explicit agreement, you are also bound to keep such matters confidential and shall use such work for the Company's sole benefit as required by your employer.

Training and Certification:

The company will undertake to reimburse training and certification costs if:

- i) The employee voluntarily withdraws from or terminates the Training Course early without the Employer's prior written consent.
- ii) Employee's employment is terminated by the Employer for any reason prior to completion of the Course; or
- iii) Employee resigns from the employment of the company within (12 months) of the issuance of the certification or completion of the Course.

2) To the extent permitted by law, the Employee agrees that the company may deduct a sum equal to the costs incurred under the terms of this Agreement from his wages (as defined in section 27 of the Employment Rights Act 1996) or from any other allowances, expenses, or other payments due to the Employee.

3) The amount due to the Employer under the terms of this Agreement is a genuine attempt by the Employer to assess its loss because of the termination of the Employee's employment and considers the derived benefit to the Company

Non-Compete

By joining this Company in the designated position, you hereby agree to not engage in any competing activity or business during your employment and after that for one year after the termination of your

The Crimson Wizard

ADDING . MAGIC

employment with the Company. However, it does not prevent the employee from seeking employment in other IT companies after employment termination with The Crimson Wizard.

Personal Information

The employee's responsibility is to keep their personal contact information up to date with the Company and notify them duly of any changes. Additionally, you will also be required to update the Company with your civil or marital status changes.

Termination

Upon termination of your employment with the Company, irrespective of the circumstances, you are bound to return to the Company:

1. any material items belonging to the Company per inventory, and all non-material items in your possession, including but not limited to Intellectual property (documentation, software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information, etc.)
2. any physical company documents that you may have in your possession.
3. Any other company assets within your control like a laptop, laptop accessories, etc.

You are also bound to repay any outstanding debts or loans due to the Company. The Company is hereby authorized to deduct from any payments due to the employee the amount due to the Company.

Breaches and violations

Over and above the terms mentioned in this document, you are also liable for disciplinary action, including and not limited to warnings, suspensions, demotion, denial of promotion, or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this agreement. The Company reserves the right to modify/amend terms and conditions and notify employees of the same. The Company may also decide to terminate employment after disciplinary action and proper investigation.

Other Rules and Regulations

During employment, you are subject to rules and regulations and policies of the Company made applicable by the Company and revised at the Company's discretion from time to time, irrespective of

The Crimson Wizard

ADDING . MAGIC

whether such details are individually notified to you. You are requested to keep yourself up to date with such information from the company intranet/company manual. You will also be liable to face action from the Company if you are found in violation of these.

Notice Period

Notice of 2 months is required by either party to terminate this contract. The notice period is considered to start from the point the manager receives the resignation letter. However, when situations warrant, as in the case of a breach of policies or non-performance, the Company may terminate the contract with immediate effect.

Warranty

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid, and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreements).

Jurisdiction

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Maharashtra, Pune district shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

Sexual harassment and other harassment policy

Our Company recognizes that Sexual Harassment violates fundamental rights of gender equality, the right to life and liberty, and the right to work with human dignity as guaranteed by India's Constitution. To meet this objective, measures shall be taken to avoid, eliminate, and, if necessary, impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the Company's policy against Sexual Harassment.

The Crimson Wizard

ADDING . MAGIC

Other Harassment:

- Our Company prohibits harassment of one employee by another employee or supervisor on any basis, including but not limited to race, color, religion, marital status, national origin, physical or mental disability, and age.
- The purpose of this policy is to ensure that in the workplace no employee harasses another.
- Harassment includes but is not limited to slurs, epithets, threats, derogatory comments, unwelcome jokes, and teasing.

Amendments

At its discretion, the Company may alter, replace, or annul any of the above circumstances should so warrant either because of the statute or otherwise. All changes will be duly notified to the employees through proper channels.

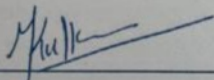
Please sign and date this letter in the space provided below to indicate your acceptance of the offer.

We are looking forward to you joining The Crimson Wizard team. We feel confident that this position will offer you an excellent opportunity for personal growth and provide a real challenge in the new technologies and services. We trust you share our vision and fully expect that you will significantly contribute to the Company's success. If you have any questions regarding this offer, please feel free to contact me.

Sincerely,

The Crimson Wizard

Signature



Mihir Kulkarni

Founder & CEO, The Crimson Wizard

ACCEPTED AND AGREED:



Name and Date

KIMAYA KIRAN KATE

28/02/2025

The Crimson Wizard

ADDING . MAGIC

Dear Kiamaya Kate,

We are pleased to offer you a position with 'The Crimson Wizard' also referred to as "Company." If you accept this offer, you will be designated as **Intern: Website Developer** and join us at our Pune office. You will be on a six-month internship period. Your performance will be reviewed, your services will be confirmed with the organization and your salary will be revised upon satisfactory completion of the internship.

This offer will be subject to the Standard Terms and Conditions of Employment by The Crimson Wizard. In addition, it will be governed by its policies, rules, and guidelines (See Appendix for details). You will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation, and Non-Competition Agreement when you join the Company's employment.

Your responsibilities will be as follows:

- **Web Development:**
 - Collaborate with the design and development teams to implement visually appealing and user-friendly websites.
 - Write clean, well-documented, and efficient code.
 - Ensure website responsiveness across various devices and browsers.
 - Develop website on WordPress or similar CRM platforms.
 - Handle CRM backend for website maintenance purpose.
- **Front-end Development:**
 - Implement user interfaces based on provided designs using HTML, CSS, and JavaScript.
 - Work closely with UI/UX designers to bring designs to life while maintaining a seamless and engaging user experience.
- **Troubleshooting and Debugging:**
 - Identify and resolve website issues, bugs, and other technical problems.
 - Conduct thorough testing to ensure the functionality and performance of websites.
- **Collaboration:**
 - Collaborate with cross-functional teams to understand project requirements and goals.
 - Communicate effectively with team members to ensure the successful execution of projects.

This offer of employment with The Crimson Wizard is subject to the successful verification of information provided by you.