

Mr. Anshuman Singh  
18/54/3 Gali No. 8  
Rajiv Nagar West, Gurugram

Date: 12<sup>th</sup> October, 2020

**Subject : Appointment Letter**

Dear Anshuman,

We are pleased to appoint you to the position of Team Lead at our customer premises on the following terms and conditions:

**1. Date of Joining**

You will be on a service contract starting 12<sup>th</sup> Oct, 2020 and ending 11<sup>th</sup> Oct, 2021. You are required to report for work on or before the starting date indicated above, failing which this appointment letter will be null and void.

**2. Job Description / Reporting**

The job description will be as assigned by the company, or designated project manager, or project coordinator, or the authorized representative of customer/client.

**3. Emolument**

- a. As per The total take Home is Rs 22,000 per month.
- b. The company reserves the right to make deductions, without notice, from amount payable, in accordance with current legislation. Deductions may be in the event of taxes, statutory deductions, advances and loans or any other amounts owed to the company, payroll errors resulting in overpayment, theft or misappropriation of company funds.
- c. We adapt to the working hours of our clients. The working is 6 days a week. You will be governed by the leave policy adapted to the customer needs. You will be entitled to paid leave as per time recorded, duly approved and submitted by client.

**4. Probation**

You will be on probation for a period of six months from the date of joining and will continue on probation until your services are confirmed in writing by the company. However your services with the company can be terminated during probation period as stated in point 6.

**5. Confidentiality and Non-Disclosure**

**A. Disclosure of Confidential Information**

To enable the Employee to carry out his or her duties satisfactorily, the Client / Company may disclose to Employee, information comprising or relating to: techniques; technical specifications; schematics; designs; contracts; financial information; sales and marketing plans; business plans; clients; client data; business affairs; operations; strategies; inventions; methodologies; technologies; components of Intellectual property; revenue models; trade secrets; subcontractors; pricing; service proposals; methods of operations; procedures; products and/or any other pertinent information /services ("Confidential Information"). Confidential Information shall include all non public information furnished, disclosed or transmitted regardless of form.

## **B. Confidentiality**

Employee will use the Confidential Information of the client / company solely in furtherance of the actual role and responsibilities assigned by the Company. Employee shall not use the Confidential Information in any way that is directly or indirectly detrimental to Company or its subsidiaries or affiliates or branches, and shall not disclose the Confidential Information to any unauthorized third party. Employee shall ensure that access and use of Confidential Information is to carry out the assigned role and responsibilities only. The Employee shall maintain the confidentiality of the Company's confidential information and ensure that such confidentiality is maintained at all times. Employee will take all reasonable measures to maintain the confidentiality of the Confidential Information, but in no event less than the measures he/she uses for own information of similar type. Employee shall not disclose to any person including, without limitation, any corporation, or any partnership, or limited liability company, or entity or individual (i) the fact that any investigations, discussions or negotiations are taking place concerning the actual role & responsibilities assigned by the Company, (ii) that he/she has requested or received Confidential Information from Company, or (iii) any of the terms, conditions or any other fact about the employment. Employee will immediately notify Company of any use or disclosure of the Confidential Information that is not authorized by this Agreement. Employee will use his/her best efforts to assist Company in remedying any such unauthorized use or disclosure of the Confidential Information. The Employee will not share or disclose any assigned username/s, password/s, login ID/s ,email password/s, of Company applications or ecommerce portals or any other software application of Company use, to anyone, whether to another employee of Company or any person/s outside the Company.

## **C. Return of Confidential Information**

Upon completion or termination of the relationship between employee and Company and the company so requests, Employee shall promptly return to Company all copies of Confidential Information in his/her possession including, without limitation, all copies of any analyses, compilations, studies or other documents prepared by Employee containing or reflecting any Confidential Information. Employee shall certify in writing that he/she has returned all such information to Company.

Company agrees that the breach of the provisions of this Non-disclosure of information by Employee will cause Company irreparable damage for which recovery of money damages would be inadequate. Company will, therefore, be entitled to obtain timely injunctive relief to protect its rights under this Agreement in addition to any and all remedies available at law or in equity.

Employee shall not assign any of his/her rights or obligations under this Assignment without the prior written consent of the Company. The Company may assign this Assignment to any entity that succeeds to all or substantially all of its business or assets or stock, whether by sale, merger, reorganization, consolidation or otherwise. This Agreement shall be binding upon and inure to the benefit of Company, its successors and assigns.

## **6. Termination & Resignation**

During the period of service contract, the company may terminate your contract at any time with or without cause and any notice period if found unsuited to the task assigned. Unsuited means, technically, socially, or culturally unable to perform the assigned tasks, or breach of discipline or code of conduct. You will accept such notice in entire satisfaction of any claims you might have pursuant to either statute or common law, relating in any way to the termination. In event of resignation, a period of 30 days notice is required or equivalent monthly amount in lieu will be deducted.

If the project from client comes to an end or is terminated by the client, then your appointment will also come to an end from the said period. However, in case you have performed your duties up to

the entire satisfaction of the client as well as of the company, you may be absorbed in the company rolls or in any other company project, subject to availability of suitable opening.

If the project is extended by the client, your employment may also be extended for further extended period, subject to your suitability.

Your appointment is based upon your performance of the assigned role by the company / client. And in case, client is not satisfied with your performance, your services will be liable to be terminated without assigning any reason or notice or notice pay/ compensation etc.

Your appointment is based upon the information and documents provided by you. If at any stage the provided information/ documents are found incorrect, your services are liable to be terminated without assigning any reason or without paying any notice pay.

Your appointment is based upon and subject to your medical fitness.

You are liable to be transferred to any client location situated in the country, at the same terms of your employment and no additional compensation will be paid. You will retire from the Company's services at the time of attaining the age of fifty eight years.

## **7. Acceptance**

Please signify your acceptance by signing and submitting the duplicate copy of this appointment letter, otherwise this offer will be deemed to have been withdrawn and cancelled.

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable.

We welcome you to our company and trust we will have a mutually rewarding association.

For **Eagle Information Systems Pvt. Ltd.**



Rajiv Mathur  
Director

### **Acceptance**

I, Anshuman Singh have read and understood the terms and conditions stated above and hereby accept the appointment accordingly.

Signature :  
Anshuman Singh

Date :

**Annexure 1**

**Breakup of Salary Package (CTC)**

1	Salary	Rs. / Month
	Basic Salary	12000
	HRA	7500
	Conveyance	1814
	Advance Bonus	2126
	Gross Salary (A)	23440
2	Deductions	
	PF Employee's Contribution	1440
	Total Deductions (B)	1440
3	Take Home (A-B)	<b>22000</b>
4	Additional	
	PF Employer's Contribution	1560
	Leave	970
	Gratuity	577
	Total (C)	3108
5	Total CTC (A+C)	<b>26547</b>