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**Date: 12/Feb/2025**

Mr. VASU DEV  
Friend Sharukh  
Address: America  
District: Seoni, Andaman and Nicobar Islands UT, 121007

**Subject: Offer cum Appointment Letter for Retainership Contract**

Dear **VASU DEV**,

This has reference to the discussions you had with us in connection with your offer for a Retainer ship. We are pleased to appoint you as **Senior Software Developer** on a retainer ship basis on the following terms and conditions.

1. You shall be posted at our Centre Location at **Ballabgarh Faridabad**
2. You will be designated as **Senior Software Developer** .
3. Your assignment will be for a period of **Eleven Months** and it will commence from the Date of Joining **2025-02-04**, and still working with us.
4. You will be required to devote your entire time, attention and effort to the company.
5. During your Retainer ship contract period you may be transferred to any Prakhar Software Centre as per the exigencies of the work.
6. You will be governed by all the policies of the company on working hours, holiday and travel & conveyance. You shall report to duty as per the attendance policy and all other related HR policies.
7. Your Scope of work, actively shall be cover in **Annexure-A**.
8. You shall be paid a Retainership Amount Rs. **10000/-** only (per month) and will include your local conveyance, car maintenance, petrol allowance, and others, Income Tax or any statutory obligations as per rules and tax laws shall be borne by you.
9. Your contract will automatically come to an end when the above-mentioned contract period expires unless you extend it further or terminate it earlier. No new notice will be required or compensation will be paid upon its expiration. There shall be no rights to renew/extend the retainers and you shall not make any claim for it under any circumstances.
10. The work may require you to travel to different locations/places for which any travel expenses shall be paid as per the travel policy of the company.

11. That unless your initial period of contract is extended further or terminated earlier, your contract will come to an automatic end on the expiry of the above contract period and no fresh notice will be necessary nor shall any compensation be paid. Also. You shall not have any right for the renewal/extension of the retainers and you shall not claim for it under any circumstances in any manner.
12. That nothing contained in this contract shall be construed to give you an employee status and you shall not be eligible for any benefits from the company other than what is stated therein.

**Termination:**

13.
  - a. That this contract can be terminated earlier than the stipulated period by giving **15 days notice** in writing or payment in lieu thereof by either side. The company reserves the right to recover salary in lieu of any unserved notice period.
  - b. In the event of any misconduct or breach of terms or employment on the part the employee, the company reserves the rights to terminate the retainer contract immediately without any notice.
  - c. Continuous absence from duty for 3 days without prior permission or overstay of sanctioned leave for 3 days shall amount to voluntary abandonment of service in that case, your trainer contract will be terminated without any prior notice to you.
14. On voluntary/in voluntary termination of your contract with the company. For a period of 2 years from the date of termination, you shall not solicit any of the employees/consultants representatives of Prakhar Software directly or indirectly to work else where.
15. You will not engage yourself with any other organization engaged in business activities that are same or similar to that of the company. Whether as a promoter. Advisor, retainer or in any other manner. Anywhere for any work either honorary or for remuneration.
16. During the tenure of your retainer assignment, you will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your assignment.

As a token of your acceptance of the above terms and conditions, please return the duplicate copy of this letter duly signed by you.

Thank You

**From and on behalf of  
Prakhar Software Solutions Private Limited**

**Rahul Verma  
Head – HR & Operations**

ACCEPTANCE

I accept the offer on the terms and Conditions mentioned in this letter.

Signature: .....

Date: .....

Name: .....

Place: .....

### **Annexure-A**

#### **Scope of work**