

29th December, 2021

To,
Mr. Mayur Prakash Dhawad,
Plot no 32, South Ambazari Road,
Near Ambzari lake, Subhash Nagar,
Nagpur, Maharashtra – 440 022.

Dear Mr. Mayur ,

We are pleased to appoint you as **"Associate - UI Development "** w.e.f. **11th August, 2021** on the following terms and conditions:

1. Placement & Compensation:

You will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Responsibilities & Duties:

- a. Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results. The company expects you to work with a high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- b. You will devote your entire time to the work of the company and will not undertake any direct /indirect business of work, honorary or remuneratory except with the written permission of the Management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- c. You shall never divulge nor give out to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our services, mannerism of work, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our employee.
- d. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company which may be in your use, custody, care or charge.

3. Probation:

You will initially be on probation of 6 (Six) months, which may be extended or reduced at the sole discretion of the Management. Company shall inform completion of probation in writing. Date written (as completion date of probation) on such letter/declaration/document, shall be date of completion of probationary period. During the period of probation, appointment is terminable by the company, without any notice and without assigning any reason whatsoever. Notice period from your side during probation period shall be of not less than 30 days.

4. Confidentiality:

You while in service or thereafter, you will not divulge either directly or indirectly any information which you may acquire during the course of your employment with us. You will also maintain confidentially about all the technical data / information as regards the products, services or processes of the company. Failure to do so may attract immediate termination of service without any compensation. In addition company may also decide to take adequate legal remedies and/or compensation for any such breach from your side.

- a. While in service with **TECHVED Consulting India Private Limited**, you will not take up any other job or assignment (be it part-time, consultancy or of any other nature) directly or indirectly with any other company, setup, enterprise or individuals.
- b. Any inventions, improvements, systems, designs, publications, reports, usability findings, research findings, patents resulting from your work or team as a whole will be the sole property of the company. While in service or thereafter, you will not discuss, publish or take credit in any manner whatsoever for such work without written permission from the company.
- c. You will not take up any job directly or indirectly with the other competing firms who are in the same or similar business as **TECHVED Consulting**, within 12 months of leaving the company.
- d. In case you indulge in any breach of the clause/s of this letter or of the rules and regulations of the company, your services will be liable for termination without any compensation or notice.

5. Leave Policy:

After Confirmation you will be entitled to leaves as per the leave policy of the company.

6. Posting & Transfer:

Your initial posting will be at "**TECHVED Consulting India Private Limited**". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

7. Usage of Email, Internet and electronic properties:

E-Mail facility provided by the company is to be used exclusively for Company's official business. The company will have the right to check the e-mail sent and received. Sending of any information related the company's commercial / financial / technical data to unauthorized persons will be treated as a breach of trust and serious offence. You will be responsible for the misuse of e-mail /Internet and all its consequences including litigation arising therefore.

Any sort of personal electronic mass storage devices such as CD, DVD, and PHD, Pen drives or similar devices are not allowed to connect with company's computer or other company property. Similarly, employee shall not use online mass storage facilities like Cloud; drive etc from company's computer or devices, except with company's approval.

8. Retirement:

The retirement age is 58 years. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

9. Termination of employment:

- a. Your services are liable to be terminated without any notice or salary in lieu thereof if at any time you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission and /or any other conduct which is considered by the company detrimental to the interest of the company or violation of one or more terms of this letter.
- b. On satisfactory completion of the probation period and after your confirmation in writing except for the reasons mentioned in this appointment letter, your services can be terminated by giving a notice of one month.
- c. You are also aware that you are involved in processes, which is of highly confidential nature. If it is found during the course of your employment with us that you are involved in taking bribe /commission/ any sort of gratification to favor any individual/party/employee/company/organization, the management shall have right to terminate your services with immediate effect and your dues shall be forfeited.
- d. It is understood and agreed that this employment offer is based on the personal details furnished by you in your application. If at any time it is brought to the notice of the management that you had furnished misleading or false personal details, your services will be summarily terminated.
- e. After termination by either of the side you are required to handover all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

- f. Your willful termination of services will require a notice of 60 days from your side, failing of which shall be cause to initiate disciplinary or legal action.

10. Medical Fitness :

Your appointment and continuation in the employment will always be subject to your remaining physically and mentally fit and alert. You shall be liable to inform if any sort of infirmity arises which would cause to performance of work allotted.

11. General:

- a. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such rules or orders of the company that may come in force from time to time.
- b. Your age mentioned in the matriculation/Higer Secondary Certificate/PAN Card/AADHAR Card would be deemed to be the conclusive proof of your date of birth.
- c. You will intimate to the management any change of address within a week from change of the same, failing, which any communication sent on your last recorded address, shall be deemed to have been served on you.
- d. The present designation is subject to change depending upon work assignment from time to time.
- e. Any disputes arising out of this letter or your employment with us shall be subject to jurisdiction of Mumbai Court.
- f. During the course of employment and following termination of the your employment with company for any reason the you shall not compete with company, or shall not solicit business from current clients or clients who have retained company in the 3 years period immediately preceding your termination.
- g. Company or its agency or any delegated authority shall have right to investigate your background and qualifications, previous job history for purposes of evaluating whether you are qualified for the position for which you are appointed/recruited. Company may utilize an outside firm or firms to assist it in checking such information, Company may use right to investigate at any stage of your employment.

12. Arbitration:

Your employment with the Company is subject to Indian laws. Any sort of dispute arising between you and company shall be referred to Independent Sole Arbitrator and shall be subject to the jurisdiction of Mumbai only.

Salary Annexure "A":

Salary Component	Per Month(INR)	Per Annum(INR)
Basic	10,000/-	1,20,000/-
HRA	5,000/-	60,000/-
Special Allowances	111,67/-	1,34,004/-
Bonus	833/-	9,996/-
Gross Salary	27,000/-	3,24,000/-
Deduction: Professional Tax	200/-	2,500/-
Provident Fund(Employee Contribution)	Up to 1,800/-	Up to 21,600 /-
Quarterly Variable (To be paid yearly depending on performance)	Up to 1,000 /-	Up to 12,000 /-
Add: Provident Fund(Employer contribution)	Up to 1,950/-	Up to 23,400 /-
CTC(INR)	29,950/-	3,59,400/-

We wish you a long and mutually satisfying association with the company.

Please sign and return the copy of this Appointment Letter as an acceptance of the Appointment with all the above Terms & Conditions. This letter is made in duplicate, signed on both, and kept with each employee and company.

FOR
TECHVED Consulting India Pvt. Ltd.



Soumitra Mahato
HR Manager

I accept this Appointment on the Terms and Conditions as mentioned above, and I shall follow the same.

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(Mayur Dhawad)