



**NOTATMRP INNOVATION PVT LTD**  
+916284492204  
STEP, Thapar University  
www.notatmrp.com

## Letter of Appointment

June 20, 2024

**Dear, Vikas Kumar Garg**  
**Congratulations!!**

It is with great pleasure that we extend our warmest welcome to you as the newest member of the NOT@MRP team. We are excited to confirm your appointment effective immediately.

You have been chosen to fill the esteemed role of Flutter Developer within our Not@Mrp domain. Your job will be conducted remotely, requiring all work to be carried out from your place of residence. Effective communication and interaction are fundamental components of your responsibilities. Please be aware that your position may be subject to adjustments or advancements at the discretion of management, in accordance with the evolving needs of our organization.

As discussed during the selection process, your duties and expectations have been clearly outlined. We are confident in your ability to make a meaningful impact on our team and contribute to the attainment of our organizational objectives.

Your official start date is June 20, 2024. Kindly ensure that all necessary onboarding procedures, including the submission of requisite documentation, are completed prior to your commencement.

We are pleased to inform you that your internship, initially set for two months, has the potential for extension based on your performance and contribution. We highly value dedication and excellence, and your efforts will be duly recognized and rewarded.

Detailed terms of your service commission can be found in Annexure 'A', while compensation details are provided in Annexure 'B'. Should you have any queries regarding your role or obligations, please do not hesitate to reach out.

Once again, welcome to the NOT@MRP family! We look forward to a successful journey together.

Sincerely,

**Saksham Raghuvanshi**  
Founder & Chief Executive Officer,  
NOTATMRP INNOVATION PVT LTD





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## **Annexure 'A'**

### **REPORTING POSITION**

Your position reports to the Management Team, who will guide you in fulfilling your duties to the utmost performance and help you plan and integrate your job-specific objectives in accordance with the overall company's requirements. The Management Team will ensure your personal growth and career development during your tenure with the company. They will conduct proper appraisals of your work and provide necessary support and feedback.

### **SERVICE CONDITIONS**

#### **(a) Probation and Confirmation**

Your position is confirmed based on the overall company's requirements and present demand. However, your work will be under review for the first three weeks to ensure proper positioning and manpower efficiency. Termination/Resignation shall be subject to a notice period of 15 days. Resignation is to be addressed to the HR department and your immediate supervisor. Upon completion of your term with Not@Mrp, you are entitled to receive a certificate of experience and a letter of recommendation from our side, provided you have made substantial contributions during your tenure.

#### **(b) Personal Development**

The company is committed to providing all possible opportunities for personal development and career growth to enhance the potential of its people. The company expects each of its team individual to step up their knowledge and polish their skills on a regular basis in every professional aspect and promote the same in the company/colleagues and company seeks to assist all of its people in this process which requires a reporting superior. Any misconduct by any person in NotatMRP's team irrespective of their position/caste/creed/color/religion has to be reported immediately to Head of departmental operations and management or in company's portal.





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### **(c) Confidentiality**

Being part of company requires utmost level of sincerity in terms of handling company's reputation in public domain, any theft or breach of security both in terms of technological or intellectual property will lead to immediate termination and legal action against concerned person. You are requested to keep up professionalism while dealing with fellow employees/customers/dealers/investors if your job demand so. Any attempt by anyone to hamper your loyalty and performance ethics shall be immediately reported to management for review. Any original documents/data/files/software systems loss from your end through company's website/portal/mail will lead to immediate termination and legal action. Company's system and data is to be handled with utmost care and sensitivity

### **(d) Service confidence.**

You will deploy yourself efficiently and diligently to the best of your ability and devote your whole-time attention to the work of the Company and will not engage yourself, directly or indirectly, either honorary or on remuneration, in any service, trade, business, vocation or occupation (including agent of any organization) / in an advisory or any other capacity. So long as you are in the employment of the Company, or even after leaving the employment of the company you will, at all times, observe secrecy and confidentiality and will not divulge, disclose or make known to any unauthorized person within or outside the Company, nor will you unauthorized use any knowledge or information in respect of manufacturing, technical trade or business data (including manufacturing processes, technical know-how, customer information, business plans and like matters)





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which are necessarily confidential and have come to your knowledge and possession.

You will also not remove any such information in any form whatsoever from the Company premises, nor copy or transmit the same unauthorized through any medium including social networking networks/public sites, nor will you grant permission to assist, permit entry to, or in any manner cooperate with any unauthorized person for the purposes of accessing, obtaining, copying, transmitting or removing the above. Even after the cessation of your employment with the Company, you will not use, divulge, disclose or remove in any manner whatsoever confidential information of the type described above of which you were in possession whilst in service to the detriment of the Company.

You will be bound by the Rules, Regulations, Policies, standing orders and office orders enforced by the Company from time to time in relation to conduct, discipline, leave, holidays or any other matters relating to services conditions and the same shall always be deemed to be part of terms and conditions of your employment.

You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever.

Sincerely,

A handwritten signature in purple ink, appearing to read "Saksham", written in a cursive style.

**Saksham Raghuvanshi**

Founder & Chief Executive Officer,

NOTATMRP INNOVATION PVT LTD



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The Company shall always have the right to access and monitor all e-mails created, sent / received or stored by you using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be always the property of the Company

### **(e)Performance Review**

Your work performance will be reviewed every two/one months by management as part of Performance Management Process(PMP) Cycle and legit evaluation will be provided to you that will directly affect your presence and will affect future prospects/projects in the company. You have the right to protest against any of the statements made in your PMP cycle. Once again, we welcome you to NotatMRP, we wish you a very challenging and rewarding career ahead.



### **Induction Verification Documents.**

The following list of documents are required scanned as a **single PDF file**, please note that all the documents must be scanned **original** copies.

- 1-Aadhar Card- Front & Back.
- 2-College/University ID.
- 3-Passport size photograph.
- 4-Class 10th Marksheet.

Kindly scan all the documents and compile in a single PDF file. These documents are necessary for final induction under employee protocols. Please provide within two days of receipt of the offer letter.

Sincerely,

**Saksham Raghuvanshi**  
Founder & Chief Executive Officer,  
NOTATMRP INNOVATION PVT LTD

