

# Joining Letter

Nov 20, 2024

Shalaka Nakhate

dange chowk

Subject: Appointment for the post of SEO Specialist

Dear Shalaka Nakhate,

We are pleased to offer you the position of SEO Specialist with JFS-HRM the Company on the following terms and conditions:

## 1. Commencement of employment

Your employment will be effective, as of 2024-11-21

## 2. Job title

Your job title will be SEO Specialist.

## 3. Salary

Your salary and other benefits will be as set out in Schedule 1, hereto.

## 4. Place of posting

You will be posted at Viman nagar. You may however be required to work at any place of business which the Company has, or

may later acquire.

## 5. Hours of Work

The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the

proper discharge of your duties to the Company. The normal working hours are from 09:00 to 18:00 and you are expected to work not less than 09:00 hours each week, and if necessary for additional hours depending on your responsibilities.

## 6. Leave/Holidays

6.1 You are entitled to casual leave of 12 days.

6.2 You are entitled to 12 working days of paid sick leave.

6.3 The Company shall notify a list of declared holidays at the beginning of each year.

## 7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company

may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

#### 8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of

your employment, and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost

of the same will be recovered from you by the Company.

#### 9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward, or compensation for your personal gains from or otherwise place yourself

under pecuniary obligation to any person/client with whom you may be having official dealings.

#### 10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than [Notice] months prior

notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

10.2 You may terminate your employment with the Company, without any cause, by giving no less than [Employee Notice]

months prior notice or salary for the unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment

if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of

contract, or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents, and

paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints,

letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your

employment or to clients business affairs.

#### 11. Confidential Information

11.1 During your employment with the Company you will devote your whole time, attention, and skill to the best of your ability for

its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed, or

time or pursue any course of study whatsoever, without the prior permission of the Company. engaged in any other business or

activities or any other post or work part-time or pursue any course of study whatsoever, without the prior permission of the

Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents, and other

Confidential Information relating to the business of the Company which may be known to you or confided in you by any means

and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For

the purposes of this clause Confidential Information means information about the Companys business and that of its customers

which is not available to the general public and which may be learned by you in the course of your employment. This includes,

but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information

about the Companys products, processes including ideas, concepts, projections, technology, manuals, drawing, designs,

specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.3 At no time, will you remove any Confidential Information from the office without permission.

11.4 Your duty to safeguard and not disclose

e Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under the clause above in addition to any

other remedy the Company may have against you in law.

12. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at

the address intimated by you in the official records.

### 13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity

leave, employees benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion.

All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

### 14. Governing Law/Jurisdiction

Your employment with the Company is subject to Country laws. All disputes shall be subject to the jurisdiction of High Court

Gujarat only.

### 15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

JFS-HRM

Nov 20, 2024