

# VANDANA PARASHAR



Gate No. 8, 275, Guru Jhambeshwar Nagar A,  
Vaishali Nagar, Jaipur, Rajasthan 302021



Ref. No 17102019-001

Date 17/10/2019

Ms. Vandana Parashar  
D/O Mr. Radheyshyam Parashar  
House no. 450/45, Ambedkar Colony, Gulab Bari, Ajmer - 305001  
(+91) 8740838253

With reference to your application and subsequent interview held with us, we are happy to have you join us, and look forward to your active contribution to the growth of the company. We have set the following as our key objectives to achieve this –

1. Provide top quality services;
2. Meet the deadlines at any cost

We have pleasure in appointing you on the post of 'Content Writer' w.e.f. **17<sup>th</sup> October 2019**. The terms and conditions of this appointment, which have already been discussed and accepted by you, will be as under-

1. **Salary and Incentives:** Your CTC will be **Rs. 3,12,000/- (Rs. Three Lakh Twelve Thousand only) p.a.** The amount payable will be given based on your monthly attendance from the beginning to the completion of such a period. Increments are not automatic, but will be based solely on an efficient, satisfactory and loyal discharge of duties assessed by the management, not on or before Date of Appraisal. For a detailed understanding of your remuneration breakup, a "Salary Annexure" has been attached at the end of this letter.
2. All payments will be as per Company's policies and procedures, which are enforced from time to time and will be subject to deduction of appropriate taxes at source. Your individual remuneration is solely a matter between yourself and the Company, and has been arrived at, on the basis of your specific background and professional merit. You are expected to maintain this information and any changes made therein from time to time as personal and confidential.
3. Your Employee Code will be **342**. This should be used for all internal communication, systems logging, and Attendance System.
4. **Probation:** You will be on probation initially for a period of Three months with effect from the date of your joining the post; the period may be further extended at the discretion of the company. On completion of your probation period, automatically you will be considered to confirmation (unless you are notified separately for further extension of your probation period), in case your work and conduct are found to be satisfactory and thereafter, you will be entitled to receive the full range of company benefits. In extreme situations, the company reserves the right to terminate your service during the period of probation or at the end of it, without any notice or salary in lieu thereof or without assigning any reason.



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5. A performance review may or may not be conducted to arrive at a conclusion. Upon confirmation to a permanent cadre of an employee, you will become eligible to take leaves & other benefits.
6. **Posting:** You will, at the moment, be posted at Jaipur. However, your services are subject and liable to be transferred anywhere in India or abroad, to any office/ Establishment Branch or any other sister company and its associates, at the sole discretion of the management. While on transfer you will be governed by the rules, regulations, and conditions of service of that location.
7. Your performance and progress will be assessed and appraised as per the prescribed schemes of the performance appraisal/evaluation process or any other appropriate mechanism implemented by the Company from time to time. Please note that any payment by the Company in the form of compensation, incentive or any other payment would become payable provided you are on the rolls of the Company at the time of disbursement of such amounts.
8. You will report to the Project Manager/HR Manager or any such officer of the company as may be informed to you by the management from time to time either verbally or in writing.
9. During the course of your employment, you will discharge your duties efficiently and diligently to the best of your ability and shall devote your whole time and attention to the interest of the company. You will carry out duties and work as assigned to you and shall comply with all the orders and directions given to you by your superiors. You shall honestly, diligently and faithfully serve the organization and use your utmost endeavor to promote the interest of the company.
10. You will not, either during or after your employment with us, divulge to any person, at any time, by word of mouth or otherwise, any particulars or details of the company and its customers' proprietary information, technical know-how, security and other administrative arrangements or any other organization matters, which may come to your knowledge during the course of your employment. Such Confidential Information may include, but is not limited to trade secrets, documents, materials, information related to the transactions, business & financial condition of the company, program source code, know-how, inventions, techniques, processes, schematics, customer lists and leads, financial information, sales and marketing plans, and information regarding the responsibilities, skills, and compensation of employees and sales representatives, and will also include information that is generally available to the public. Failure to observe this condition would be considered as a gross misconduct entailing dismissal from service. You will continue to be bounded by the condition of maintaining confidentiality about company matters even if you cease to be an employee of the company, disclosure of which is prohibited by Indian law.

You will also not disclose any such information in any form whatsoever from the company premises, not copy or transmit the same.

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11. This is a full time working position, and during the period of your employment, you will not work directly or indirectly for any other person, firm or company either with or without remuneration, nor will you engage yourself or be interested directly or indirectly in any trade or business either as an employer or employee or partner or adviser or in any other capacity, without an express, prior written consent. You will devote your whole time and attention to your duties to promote the interests of your organization.
12. The working hours are flexible and will be decided by your Reporting Manager, and your shift timings may vary across 24 hours of the day.
13. During the course of your employment, management can send you anywhere in India or out of India to attend workshop/training or event. These workshop/training or event may relate to enhancing your skills, learning or to perform certain business activities. Terms & conditions for the same will be discussed & documented with you at the time of executing any such plan.
14. **Past Records:** If any declaration given by you or any information furnished by you to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.
15. **Intellectual Property Rights (IPR):** You agree to abide by the international guidelines laid down for the purpose of ensuring the right of **SVAP Infotech Pvt. Ltd.** to its I.P.R. Employment or Work done under this agreement shall be considered work-for-hire, and **SVAP Infotech Pvt. Ltd.** shall have complete and exclusive copyright/rights/ownership to all files, tangibles, intangibles, materials and deliverables produced by you (employee) under this employment, during and after the tenure of your employment with the company.
16. The appointment or its continuance is further subject to your remaining medically, physically fit. You shall appear before the medical officer of the company or any other medical practitioner for the purpose of medical examination and/ or health survey from time to time. You will submit to such examination as required, and failure to do so would be considered serious misconduct entailing dismissal from service.
17. In case of any change in your address, Contact Number and any personal detail during the course of your employment with the company, it shall be your duty to intimate the same in writing within three days from such change and also get the said change recorded.
18. You shall be governed by rules and regulations/ standing orders of the company and work according to directions/instructions given to you from time to time.
19. During the probation period, either side can terminate this employment contract by giving 15 days' notice in writing or salary in lieu of the same. Post confirmation, your services may be terminated at any time without assigning any reason, by giving 90 days period or salary in lieu of the same. Similarly, if you want to leave the services of the company you are required to give 90 working days' notice in writing (Hard Copy), in advance (must be approved by the authorized person of the company), failing which the company shall recover the amount equivalent to 90 days' salary from the dues if any payable, and if the amount is not sufficient, then from you personally. The aim of

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this clause is to minimize the unnecessary disruption of business. However, at the time of leaving you will ensure that all your on-going activities are successfully completed, to the satisfaction of your supervisor/management.

20. No leave will be sanctioned during the probation or notice period.
21. You shall be liable to retire upon completing 58 years of age, without any notice.
22. **Annual Leave:-** You will be entitled to 12 Paid leaves & 6 Casual leaves in each calendar year at such times as your supervisor may approve & this will be credited to you as 1.5 leaves per month at the end of each month. Any absenteeism beyond this limit will result in pro-rata deduction of the remuneration.
23. It would be deemed that you have forfeited your services in case of 3 or more continuous leaves that has not been discussed/not been approved by your immediate superior and HR-Manager or in case of failure to resume your duties on expiry of the duly authorized leave. Your service could be terminated with or without notice or salary in lieu thereof depending on the facts of the case.
24. In case of absence due to illness or any urgent work, you must notify the management no later than midday of the day of absence, and in case of illness or sickness of more than 3 days, you must provide the company with a letter from a recognized practicing Doctor. If you are found to be suffering from any infectious disease or protracted illness that was not disclosed to the company at the time of your appointment, the company shall reserve the right to terminate your Employment contract.
25. Your appointment in the company is subject to you having a satisfactory police record at all times and on the understanding that there is nothing in your past record which should have prevented the company to offer you an employment. Your services in the company are terminable without assigning any reason thereof, in case it is found at any time that you have an unsatisfactory police record or suppressed any material information.
26. If, at any time in our opinion, you are found guilty of dishonesty, disobedience, disorderly behavior, negligence, Indiscipline or of any other conduct considered by us detrimental to the interest of the Company, or of violation of one or more terms in this letter, your services may be terminated without notice. Further, this appointment can be terminated by the Company, without any notice or salary in lieu thereof, in the following cases:
  - a. Misconduct or non-performance of duty assigned;
  - b. Frequent late reporting on duty;
  - c. Unsatisfactory police record;
  - d. Disclosure of confidential information to unauthorized person(s);
  - e. Possession of unlicensed company property;
  - f. Actual or implied physical threat to any employee;
  - g. Intoxication;
  - h. Conflicts of interest & business ethics;
  - i. Any offense involving turpitude

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27. You shall at all times, devote your full attention and skill to the affairs of the Company and will endeavor to your utmost ability to promote and advance the interests of the Company.
28. Accordingly, you undertake that
- a. You will under no circumstances make available your services to any undertaking, or have any interest, directly or indirectly, in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company;
  - b. You will not at any time during the continuance or after the termination of your services with the Company, irrespective of any reason for such termination, make use or disclose, to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies/clients of which you have knowledge or become aware during the course of your service with the Company;
  - c. You will obey and comply with all reasonable orders and instructions given to you by the Company or its authorized agents and observe all standing and other rules and/or regulations now in force or from time to time approved by the Company.
29. On the termination of your services, you shall not engage in a business on your own account or as a partner with another employer in a like business, so as to cause damage to the business interest of our company or the market it sells to for a period of 3(three) years from the date of cessation of employment.
30. You are entitled not to disclose your salary and increment to other employees of the company, disobeying which may impose a severe penalty on you.
31. **Data Privacy:** You agree that personal data about you can be processed by the Company and its agents for purposes associated with the employment relationship; however, excluding any use of such personal data for direct marketing purposes. You understand that you can request correction or deletion of any incorrect, incomplete or irrelevant data by a signed and dated request. You authorize the Company to transfer all or part of such personal data to other enterprises of the corporate group of which the Company is a part, for the purposes described above, and expressly consents to the transfer of such personal data to Myteam11 and its subsidiaries and affiliates. The Company shall at all times have the right to access and monitor all e-mails created, sent/received or stored by using Company facility and on Company's system at any time without giving you any prior notification. All such data and information shall be the property of the Company at all times. You agree that you shall use the Internet and/or the Company's official email address for purposes that is permissible under the applicable laws and not for unethical, harmful or non-productive purposes.

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**32. Company Property:**

- a. You will do everything necessary for the proper upkeep of the Company's property/equipment entrusted to you for operation/use. Any negligence on your part in such upkeep or any loss or theft taking place, as a result, will not only entail recovery of the value of the loss from payments due to you but will also be deemed sufficient ground for termination of this appointment. Any intellectual property rights that belong to the company and any partly completed assignments or work in progress will also be considered as the company's property for the purpose of this clause;
- b. Any Company Property entrusted to you for your official use during your association with the company must be returned to the company, after use, in good repair, normal wear and tear exempted. In case the property had deteriorated, while in your custody, due to negligence on your part, the Company reserves the right to recover from you the cost of repairing and restoring it;
- c. Any cash drawn by you with prior approval under suspense, for any legitimate use on behalf of the company should be used only for that purpose and property accounted, or returned to the Company within 48 hours from the time of withdrawal;
- d. Non-return of Company property, intentionally or otherwise, after use, while in service or on your relinquishing association with the Company, or failure to return or account for the cash as aforesaid, shall be deemed misconduct and will attract appropriate action. The company also reserves the right to recover such dues from the amounts due to you.
- e. You will take care not to commit the company to any unforeseen or unjustified cost. In such an event the company may recover such excess cost from you if it is found to have arisen due to negligence on your part.
- f. (For all above-mentioned reasons (Point a-e), if you are found guilty then the loss can be recovered by straight away deductions from your next salary which is supposed to be provided to you, without any prior notice.)

**33.** You shall abide by the rules and regulations of the Company that are enforced from time to time and during the period of your employment with the Company and these will be deemed to form an integral part of the contract of employment. The Company shall have the right to add, amend and modify any or all of the above terms and conditions of service which shall be binding on you, without any prior notice.

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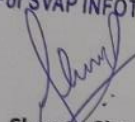
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Please sign the duplicate copy of this letter on each and every page and return to us as a token of your acceptance. All other terms and conditions will be governed by the company's policies as stated from time to time.

We welcome you warmly to the world of **SVAP Infotech Pvt. Ltd.** and hope that your association will be a long and mutually rewarding experience.

Yours sincerely,

For **SVAP INFOTECH PRIVATE LIMITED**



Authorised Signatory

**Shweta Singh**  
(HR Manager)

----- (To be filled in by the candidate) -----

I have read and understood the above terms and conditions of employment and agree to them and further undertake to abide by them. I clearly understand that failure to observe any of the conditions would be considered as a gross misconduct entailing dismissal from service.

(Signature)

Name:

Date:

Place:

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## Salary Annexure

Particulars	Amount	
	Yearly	Monthly
Gross Salary (A)	2,88,600.00	24,050.00
Basic	₹ 1,15,440.00	₹ 9,620.00
H. R. A.	₹ 46,176.00	₹ 3,848.00
Medical Allowance	₹ 15,000.00	₹ 1,250.00
Conveyance Allowance	₹ 13,200.00	₹ 1,100.00
Special Allowance	₹ 98,784.00	₹ 8,232.00

Other Contributions		
P.F - Employers Contribution	₹ 23,400.00	₹ 1,950.00
ESIC - Employers Contribution	₹ 0.00	₹ 0.00
TOTAL Contributions (B)	₹ 23,400.00	₹ 1,950.00

Deduction		
P.F. Employees Contribution	₹ 21,600.00	₹ 1,800.00
ESIC - Employees Contribution	₹ 0.00	₹ 0.00
Gratuity	-	-
Professional Tax (As per slab)	-	-
TOTAL Deduction (C)	₹ 21,600.00	₹ 1,800.00

Net Salary Payable (A-C)	₹ 2,67,000.00	₹ 22,250.00
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Total Cost to the Company (Annual) (A+B)	₹ 3,12,000.00	₹ 26,000.00
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**\*Note:** You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

Performance Incentive/bonus will be solely decided by the management.

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