

We welcome you to the management of **VR DELLA IT Services Pvt Ltd** (Here in after referred as “VRDITS”) Your services are covered under the following terms and conditions

**Name** : **Vinitha S**  
**Designation** : **Junior developer**  
**DOJ** : **1<sup>st</sup> Sep 2023**

**Dear Vinitha S,**

Your Date of Joining is with effect from the date you have signed in the appointment order, and we expect you that you are properly relieved from the previous employment and necessary certificates for relieving and experience shall be submitted with us. In addition, a background and employment verification will be conducted upon accepting this offer and the confirmation of starting/continuing this position is contingent to its satisfactory clearance.

#### **Place of work**

Your place of work will be our office at **Trichy**. However, you are liable to be transferred to any department or establishment belonging to our company or any other location or affiliate company in India or abroad or to any other place of business where the company has a contract, and the transfer may be temporary, permanent or on deputation or otherwise.

If you are transferred abroad, your conditions of services will be governed by the terms and conditions of employment prevailing in the overseas company Depending upon the organization's need, you would be required to work in day shifts.

#### **Remuneration**

Your total Cost to Company will be **Rs. 1,19,664** (Indian Rupee One Lakh Nineteen Thousand Six Hundred and Sixty-Four Only)per annum.

Your cost to company details is as per ANNEXURE.

**Probation Period**

You will be on probation for a period of 90 days with effect from date of joining or earlier. In the event of you not being able to attain the standards required for confirmation of your services, this period of probation may be extended, or your services may be terminated by the management. On completion of the probationary period to the satisfaction of the management, the management will confirm your appointment in writing. If you do not receive such a confirmation letter at the end of the probationary period, you will continue to be on probation till you receive the confirmation letter from the management or till your services are terminated. Your services are liable to be terminated by the management at any time during your probationary period, including the extended period of probation, if any, without any notices.

**Leave and General Rules**

You will not be eligible for any paid leaves until probation. All other terms and conditions of your employment will be as per the rules and regulations framed by the company from time to time, which the company may alter without assigning any reason and at its discretion, which shall not be called in question.

**Notice Period & Termination**

Your services can be terminated by giving 2-month notice on either side. Failing to provide proper notice will lead to legal and action against you for any monetary loss and you will not be given any reliving letters nor any pending dues.

Your services will be immediately terminated, and you will be paid no money in lieu of notice, If the company in its sole and exclusive discretion determines that you.

- (i) Breached the terms of this Agreement.
- (ii) Refused or failed to carry out any reasonable order.
- (iii) Demonstrated negligence in the execution of your duties as required.
- (iv) Failed to perform your duties and obligations fully and faithfully.

(v) Engage in any conduct which is un-ethical, illegal or has an adverse effect on the name or public image of the company.

(vi) Without the managements written consent you work for another company while you are in rolls with us.

### **Retirement**

You will retire on completing 58 years of your age.

### **Confidentiality/Intellectual Property**

VRDITS, by its partners, chairpersons, management personnel, employees, consultants, professional advisors, independent contractors and/or other third parties may make certain disclosures to Consultants of certain confidential and proprietary information and materials relating to, but not limited to, financial matters, marketing matters, customer and proposed customer list, business plans, business projections, investigations, experiments, research or development work, drawings, designs, proposals, sales programs, financial projections, cost summaries, pricing formula and all concepts or ideas, materials or information related to the business, products or sale of VRDITS, which information and materials may be necessary to enable consultant to properly perform Consultant's services hereunder. The contents of any such disclosure, information and materials provided to or made available to consultant, whether made orally or in writing, and whether prepared by or for VRDITS, are hereby deemed confidential and proprietary information and shall remain the confidential and proprietary information of VRDITS.

You shall treat as confidential and proprietary all information and materials not generally known to the public relating to VRDITS, which may be furnished to the consultant or to which you may otherwise acquire connection with the performance of your duties hereunder. You shall hold such information and, materials in trust and solely for the benefit and use of VRDITS and shall exercise all required diligence and take all responsible precautions to prevent the disclosure of any such information and materials to any person, firm,

corporation or entity whatsoever at any time. The confidentiality and proprietary information and materials which may be disclosed to you hereunder or otherwise shall not be used by you or by any firm, corporation or entity in which you have any interest, either as an investor, vendor, partner, shareholder, employee, officer, director or otherwise, nor shall such information or materials or any part thereof be embodied in any fashion or exploited in any way by you or your agents, assigns or any legal entity, firm partnership or corporation in which consultants has an interest either as an investor, vendor, partner, shareholder, employee, officer, director or otherwise. In the event of the disclosure by you of any information or materials deemed confidential or proprietary hereunder, whether such disclosure be willful, negligent or inadvertent, you shall immediately within twenty- four (24) hours of any such disclosure, notify VRDITS in writing of such disclosure, setting forth the date of such disclosure, the extent of such disclosure and to whom such disclosure was made.

You shall not disclose any proprietary material to any unauthorized person during the period of this agreement with Della except in the performance of your duties you will not remove from Della premises, or its client premises any confidential matter. You will not, either during the period of agreement with Della or after the termination or cessation of this agreement divulge to any one any information relating to the Della business or any of its affairs without the permission of Della in writing.

### **Governing Law**

This agreement shall be governed by and construed in accordance with the laws of Tamil Nadu State.

### **Successors and Assigns**

The company may assign or transfer this agreement and its obligations hereunder to any person, corporation or other entity to which Della may elect in its sole discretion, your obligations hereunder are personal in nature, and you may not assign or transfer this

agreement or any rights or obligations here under to any third party without Della express prior written consent.

### **Other Terms**

You will not, during the continuance of your employment, be employed or engage, directly or indirectly in any other trade or business, employment or occupation whatsoever, but will devote your full time and attention to the performance of these duties in this organization. You will be responsible for safekeeping and return in good condition of all the company's properties which may be in your use, custody, or charge. You will keep the management informed of any change in your residential address, change in marital status, additional professional qualifications etc., for the purpose of updating records. In the event of any particulars/information given by you being found to be false, the company reserves the right to terminate your services forthwith. If the terms and conditions are acceptable to you kindly confirm acceptance by signing and returning the duplicate copy of this letter and Annexure.

For VR Della IT Services Pvt. Ltd.

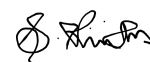


Vigneshwaran. M  
Product Manager

### **Acceptance**

I have gone through the terms and conditions mentioned in the appointment order and Annexure. These are acceptable to me. I sign the duplicate of this appointment and Annexure as confirmation of my acceptance of the aforesaid terms and conditions.

Signature



**Name: Vinitha S**

**Annexure 1****Employee Name : Vinitha S****Designation : Junior developer**

<b>Salary structure</b>	<b>Per month (In Rs)</b>	<b>Per annum (In Rs)</b>
Basic	5,359	64,308
HRA	2,680	32,160
Allowance	893	10,716
<b>Total Gross (A)</b>	<b>8,932</b>	<b>1,07,184</b>
<b>Employee Deductions</b>		
Employee PF - 12%	750	9,000
Employee ESI – 0.75%	67	804
Professional Tax	115	1380
<b>Net Pay (Take Home)</b>	<b>8,000</b>	<b>96,000</b>
<b>Employer Contribution:</b>		
Employer ESI Contribution – 3.25% (B)	290	3480
Employer PF Contribution - 12% (C)	750	9,000
<b>Total CTC (A)+(B)+ (C)</b>	<b>9,972</b>	<b>1,19,664</b>

