

January 3, 2022

Virendra Kumar Yadav
Shop no.4, Shayam Electronic
Simpoli Rd. Borivali (West)
Mumbai - 400 092

Sub: **Appointment Letter**

Dear Virendra,

With reference to your application and subsequent discussions, we are pleased to offer you appointment in our organization as **“Quality Analyst (Automation)”** with effect from **January 3, 2022**. The terms and conditions mentioned below are as applicable at this stage and are amendable from time to time.

1. **Salary:** Your salary at the time of joining will be Rs. 6,60,000/-p.a. (Inclusive of all Monthly and Annual Benefits.) Taxes would be deducted as per state and central government rules.
2. **Rules & Regulation:** Your service will be governed by the rules & regulations, which may be brought in, force from time to time.
3. **Secrecy Clause:** During the course of your employment and after separation from the company, you will not divulge to anyone, within or outside the company, verbally or in writing, any information, details, data or particulars of any systems, technical know how, business of organization or any trade secrets or processes that may have come to your knowledge, directly or indirectly. You will always keep secret all information in respect of the company and any of the business conducted in the company office(s) or clients. If required you shall have to enter into a separate confidentially agreement with the company. Breach of this clause will make your service liable for termination and legal action against you.
4. **Discovery/Inventions:** All the work programs, algorithms, procedures etc. including inventions during your employment with us, in which you may have been associated shall be the sole property of the company and company shall be free to apply for any patents, copyright for the same, for which you shall provide all necessary help and undertakings. The company shall also be free to sell, lease mortgage or use such patents/copyright in any manner.

(Authorized Signatory)

(Signature of Employee)

5. **Moral Responsibility & Honesty:** You will deal with company's money, information, material & documents with utmost honesty and professional ethics. Your service can be dispensed at any time if you are found guilty of gross indiscipline, fraud, misappropriation or acting against the interest of the company.
6. **Other Employment's:** During the period of employment, you won't work directly or indirectly for any person or firm or any third party with or without remuneration nor will you engage yourself or be interested directly/indirectly in any trade or business, either as employee or employer or partner or consultant or in any other capacity.
7. **Exams & Courses:** In case you intend to appear for any examination or wish to join some courses while working with us, you are required to obtain prior written permission for the same giving full details and as desired by the company.
8. **Mis-Representation:** During the course of your employment, if it is found that some information furnished in writing or verbally in application form or at the time of interview is suppressed, omitted, misquoted or wrongly given, the company shall have the right to terminate your appointment

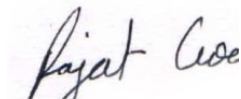
Please note that the terms and conditions of your service contract as stipulated here are to be treated strictly confidential and you are not to divulge its contents.

You are advised to read this letter carefully and should you agree, sign the duplicate copy of the letter as a token of acceptance.

We welcome you to our organization and extend our best wishes for a prosperous career.

Yours sincerely,

For **Data Technology and Processing Corporation**



Rajat Goel
(Proprietor)

Declaration:

I VIRENDRA KUMAR YADAV have read and understood the terms and conditions of my service and do hereby accept and agree with the above mentioned terms and conditions.

Date:

Name & Signature