

Ref: RSD/2022/HR/ 00005

Date: 3rd April, 2023

Yash Vijayrao Dawande
S/O Vijayrao Dawande, Morshi
Simbhora Road, Mayadip Nagar
Amravati - 444905
Maharashtra

Sub: Contractual Assignment – Data Operator

Dear Yash ,

We are pleased to appoint you as **Data Operator** on retainer-ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of **One** months, beginning from **4th April, 2023** which can be extended further or terminated earlier with **Two Weeks'** notice on either side, without assigning any reason.
2. You will be paid **Rs 10,000 /-** (**Rupees Ten Thousand only**) fixed as consultancy charges per month for completing your mutually agreed assigned tasks/project/work.
3. If you are unable to work on the mutually agreed assigned tasks/project/work as per agreed schedule then you will be paid on pro-rata basis.
4. During the period of contract, you can avail leave for 1 day (in the second month) with prior approval of authorised person at Rubicon and with intimation to HR. This leave will be unpaid leave. Any leave taken without prior approval or in excess of 1 day per month will be treated as a violation of this Contract.
5. You have to travel to your place of work at your own expense and the company shall not be liable to reimburse that expense. Any travel incurred for official purpose will be reimbursed by the Company.
6. Your present place of work will be at any **Rubicon Office/Centre in Pune**, but during the course of the above assignment, you agree to work out of anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Company.
7. If you abandon this contract without providing 2 weeks of notice to the Company, then all your dues outstanding with the Company will lapse and Company will have no obligation to pay those dues.
8. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.

9. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's policies, Company's patterns & Trade Mark and company's Human assets profile.
10. You will be required to comply with all such Rules and Regulations and Policies as the Company may frame from time to time.
11. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.
12. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this contract, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
13. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
14. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
15. Please note that you have been engaged on contractual assignment and as such you are not an employee of the Company, and it shall be the discretion of the Company to permit you any facilities or amenities while carrying out the assignment. However, the same shall not be considered, nor can you claim, employment by virtue of the same.
16. You are also entitled for reimbursement of any expenses incurred for official purpose, the entitlement of which is subject to prior approval, as per norms of the company.
17. **You have been given an opportunity not to accept the terms of this contract and not take up this assignment.**

We welcome you to the Rubicon family and look forward to a fruitful collaboration.

Sincerely,



Shubham Kaisare
Talent Acquisition Team
Rubicon Skill Development Pvt. Ltd

I accept all the above terms & conditions mentioned in this letter.



Yash Vijayrao Dawande

06 / 04 / 2023



Title	Consultant Letter -RSD/2023/HR/00005
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Document History



SENT

05 / 04 / 2023

15:34:48 UTC+5.5

Sent for signature to Shubham Kaisare (shubhamk@my-rubicon.com), Sanjukta Biswas (sanjuktab@my-rubicon.com) and Yash Vijayrao Dawande (yashdawande7@gmail.com) from partners@rubiconngo.org
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VIEWED

05 / 04 / 2023

17:38:38 UTC+5.5

Viewed by Shubham Kaisare (shubhamk@my-rubicon.com)
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SIGNED

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17:42:17 UTC+5.5

Signed by Shubham Kaisare (shubhamk@my-rubicon.com)
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17:51:04 UTC+5.5

Viewed by Sanjukta Biswas (sanjuktab@my-rubicon.com)
IP: 139.5.229.104



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IP: 139.5.229.104

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06 / 04 / 2023
11:31:32 UTC+5.5

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11:35:36 UTC+5.5

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The document has been completed.