



Mr. Prashant Kumar Gavel,

Date: 11-10-2023

## Appointment Letter

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as a Developer( level-3), at our client location(Urban Administration & Development Department, Chhattisgarh & SUDA) as per the mandate of NICSI Work Order No. M2304198

Your employment with the company commences from 11-10-2023

Your total cost to the Company would be Rupees 35,000/- Per Month.

The following terms and conditions will apply-

### Appointment Basis:

This appointment is purely on contractual basis with our client/ Principal Employer "NICSI" (National Informatics Centre Services Inc.)".

This fixed term assignment shall not create any right of any nature whatsoever for future employment or otherwise, in your favour.

You shall not disclose any information regarding the affairs of the Management which comes to your Knowledge, the disclosure of which is likely to be prejudicial to NICSI/Akiko Sherman Infotech.

Salary payment will be made on the basis of the Man-days for the services provided at the Client location. The company will deduct the salary in proportion to your absence from duty, provided the Project can allow for such an absence.

Your salary shall be processed against the receipt of your Monthly Attendance Report (MPR) duly Signed and stamped by the authorized signatory (Reporting Manager).

You shall devote yourself exclusively to the project work as assigned by you. You will not take up any other work for remuneration (Part-time or otherwise) or work in advisory capacity or be interested directly or indirectly in any other trade or business during the employment with the Company without written permission of the management.

In case you are found engaged in doing any work other than the task assigned to you or is found not useful to the project or you leave the project without any notice, your contract will be terminated .If You damage any equipment, property and third party liabilities, your contract will be terminated You will maintain office decorum. You Should be courteous, polite and cooperative and able to resolve any problem.



In case , there will be any change in your address you will intimate the HR Deptt. In writing within 3 days from the date of such change. All the communications sent to you by the Management at Your last given address will be deemed to have been delivered and received by you, in case no Change as aforesaid is intimated.

Employment Period:

Your employment is for the period as per the said work order number.

In case of resignation from the services you shall serve full notice period of 1 month.

Only the Courts of Delhi/NCR shall have jurisdiction in respect of any disputes or differences concerning this contract and in case of any other forum, the parties shall be deemed to have chosen the courts of New Delhi as the only forum of their remedies.

You need to share the NOC (No objection certificate) duly signed by your reporting manager with Stamp based on which the Experience certificate from Akiko Sherman Infotech will be issued to you.

Kindly sign the duplicate copy as a token of acceptance of the same.

Best Wishes,

For Akiko Sherman Infotech

(Aarti Mahajan)  
(Sr.HR Manager)

I have carefully read and understood the above terms and conditions, and agree to abide by the same.

Date.....

signature.....