

08th Dec'2020

## **Letter of Appointment**

Dear Atishkumar,

Congratulations! Welcome to the Syscort Family.

Further to our offer letter, we are delighted to appoint you for the Role of **Associate (R&D)**. The location of your reporting will be **Aurangabad, India**. The date of your joining would be **Dec 07, 2020**.

- **Salary Details:**

Your salary and other benefits will be as set out in Annexure ,attached here to.

- **Probationary Period and Confirmation as a Regular Employee:**

You will be under the probation for a period of 06 months and then your services will be regularized. The above probation period is liable to be extended and until in writing, you shall be deemed to be continuing in our employment as a probationer.

You are not eligible for any benefits (leaves, advances).

- **Notice Period & Termination:**

By either party your services are liable to be terminated at any time by giving 30 working day's notice or by giving 30 working day's basic salary to the company. And/Or,

By the Employer on grounds of indiscipline or under-performance.  
And/Or,

By the Employer on account of redundancy/retrenchment as per the law.

- **Background Checks:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work Experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in “Offer Annexure”. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action.

- **Leave Policy:**

As per current policy, you will be not eligible for any leaves during your probation period. Once you become a confirmed employee then as per pro rata basis you will be entitled to earn the leaves.

- **Working Timings:**

Monday to Saturday : 9.30 AM to 6.30 PM.

Week off : Alternate Saturday & Sunday

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Holidays are applicable on Public Holidays.

- **Confidentiality:**

Please note that your compensation is personal and strictly between you and the Company. It has been determined based on numerous factors such as your education, experience, specific skills and professional merit. We advise you to use discretion in handling this information and any subsequent revisions made therein.

- **Service Agreement /Assignment:**

You may be required to sign service agreements(s), if so, required due to the change in your work profile, departmental transfer, travel to other cities for training etc. The rights and obligations of the employee under this agreement shall not be assignable or transferable.

- **Change in Address:**

Any change in your residential address should be notified by you in writing forthwith to the company. All communications will be addressed to you by the company on the last address notified by you & it will be presumed that you have received such

communication addressed to you at your last notified address.

- **Exclusive Contract:**

During the term of your employment with the company, you will devote your whole time and attention exclusively to the duties entrusted to you by the company you will not engage yourself with or work for any other person/firm /company or other organisation in any capacity whatsoever, nor shall you carry any private business/profession without obtaining previous permission from the company in writing.

- **Secrecy / Non Solicitation:**

You shall not ,without written approval of an officer authorised by the management disclose ,divulge,publish or authorise any one else to disclose,divulge publish during the tenure of employment or subsequently any confidential or secret information, including secret processes, and formulae acquired in the course of your association/ employment with the company.. You shall not take with you any drawings or records of confidential character when you leave the service of the company.

You shall not directly or indirectly . during the terms of the employees ,employment and upon termination thereof solicit , directly or indirectly,the services of any person who was a full time employee of the company, its subsidiaries , divisions or affiliates or solicit the business of any person who was a client or customer of the company , its subsidiaries, divisions or affiliates.

- **Documentary Evidence:**

You may be required to furnish documentary proof of the facts mentioned by you in your application form/resume relating to your qualification,age, experience and non compliance with such a demand for detection of any discrepancy there in shall render you liable to be removed from the service without any notice or pay in lieu thereof.

- **Arbitration:**

The parties hereto agree that, in the event of any dispute or disagreement ,claim or liability arising out of this service agreement . Such dispute or disagreement claim or liability shall be referred to sole arbitrator appointed in accordance with Arbitration and conciliation Act 1996, and the parties here in further agree that the place of arbitration shall be at Aurangabad only.

- **Jurisdiction:**

Any dispute or reference arising subsequent to the Arbitration proceedings /Arbitration Award as referred above shall be subject to jurisdiction of courts at Aurangabad only.

• **Other Terms & Conditions:**

This letter describes the offer of employment at Syscort. Any other discussions that HRD/20-21/0007

you may have had with us is not part of our offer unless they are described in this letter. The dress code will be business casuals unless otherwise informed. We strictly don't allow possession /consumption of Alcohol, Tobacco, Chewing Gums or Any addictive food in office premises. Management can take any decision after observation of the same.

You will be required to claim all business-related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorised.

Also, any unsettled dues post the aforementioned period would be deducted from the salary. We expect you, not to discuss your salary with other employees / clients. We expect you to maintain secrecy of projects / clients at a higher level. Non-disclosure agreement will be signed. Violation of the same may lead to even legal action at discretion of management.

- On successful completion of the probation, your employment with the company will stand confirmed subject to the terms and conditions as per Company policies.
- Your employment will be governed by the rules, regulations and policies of the Company.

We are working to make our HR policies much better. Any changes in the same will be informed to you from time to time.

We wish you a long, rewarding and fulfilling career and look forward to your joining us.

Yours faithfully,

Syscort Consulting Services Pvt. Ltd.

**Mrs.Amruta Hamdapurkar**

(Asst. Manager - HR & Operation)

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**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood the above terms and conditions and hereby signify my acceptance of the same.

SIGNATURE:

DATE:

