



ADD INNOVATIONS (P) LTD.

CIN :U72300UP2015PTC071751
GSTIN :09AANCA7090A1ZN
PAN :AANCA7090A

Date: 5th September, 2022

Sub: Joining letter

Ms. Laxmi

Designation: Software Developer Intern

TO WHOMSOEVER IT MAY CONCERN

This has reference to your application and subsequent interviews you have had with **Add Innovations Pvt. Ltd.** We are pleased to appoint you as **Software Developer Intern** at **Greater Noida**. Your Internship will be governed by the following terms and conditions:

1. Monthly Stipend

You will be paid a monthly stipend of **Rs.10000/- (Rupees Ten Thousand Only)** per month.

2. Working Hours

Your working hours will be 10am to 6:30pm as per the current company policy. The company observes a 6 days work week.

3. Date of Appointment

Your date of appointment is 5th September, 2022.

4. Salary Increase

Increase in your salary will be reviewed periodically as per the policy of the Company. Increments in the salary range will be on the basis of demonstrated results and effectiveness of performance during the period of review.

5. Internship Period

Internship duration will be **6 months**. After successful completion of internship, you will be offered a permanent job. The CTC will depend on your performance during your internship.

6. Leave

You will be governed by the current Leave Policy of the company for permanent employees.

7. Travel

Whenever you are required to undertake travel on Company work, you will be reimbursed travel expenses as per Company rules.

8. Responsibilities

In view of your office, you must effectively perform to ensure results. Your performance would be reviewed as per the Company's Performance Management System.

9. Retirement Age

The normal retirement age for all employees is **60 years**.

10. Notice Period

While on probation, this appointment may be terminated by either side by giving **60 days' notice**.

11. Transfer

You will be liable to be transferred to any other department or establishment or branch or subsidiary of the Company in India. In such a case, you will be governed by the terms and conditions of service as applicable to the new assignment.

12. Other work

Your position with the Company calls for whole time employment and you will devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during your employment with the Company, without written permission from the Company.

13. Conflict of Interest

You will not seek full time or part time job or be involved in any way with competitor's business activities either directly or indirectly during your employment with the Company, and for a period of 12 months in the event of cessation of your employment with the Company.

14. Confidential Information

You will not, at any time, without the consent of the Company disclose or divulge or make public except under legal obligation, any information regarding Company's affairs of administration or research carried out, whether the same may be confided to you or become known to you, in the course of your service or otherwise.

15. Contract/Bond with Previous Employers.

NA

16. On termination

On termination of this contract, you will immediately give up to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effect or records, etc. belonging to the Company or relating to its business and shall not make or retain any copies of these items.

17. General

The above terms and conditions are based on Company Policy, Procedures and other Rules and Regulations currently applicable to the Company's employees and are subject to amendments and adjustments from time to time.

Please communicate your acceptance of this appointment by signing a copy of this letter and returning it to us.

*We welcome you to the **Add Innovations** family and trust we will have a long and mutually rewarding association.*

**Regards,
Aman Jangra
Director
Greater Noida**

