**APPOINTMENT LETTER**

**Letter Date**

**Employee Name**

**Location**

**Employee Code**

Dear **Name**,

With reference to your application and subsequent interviews you had with us, we have pleasure in offering you employment with us from **DOJ** on the legally binding terms and conditions between you and the Company as are contained below in this appointment letter. You have also entered into a Non-Disclosure Agreement of even date (“**NDA**”) with the Company for protection of confidentially of all the information furnished by the Company to you for executing various projects of which you are a part during your tenure with the Company and such NDA.

1. **DESIGNATION / REPORTING RELATIONSHIP / GRADE**

You will be designated as **Designation**

You will be reporting to the **Manager**

Your Grade will be **MX**

Such reporting line may be altered or added as deemed appropriate by the Company.

1. **LOCATION**

**Location.** However, the Company reserves the right to transfer you to any of its location in India, and further, reserves the right to transfer, assign, or depute your services to any of its group Companies at any location.

1. **MEDICAL FITNESS AND VERIFICATION OF PARTICULARS**

Your Appointment is subject to:

a) Verification of particulars mentioned in your application and your original qualification certificates. In case those particulars are found unsatisfactory or false, your service is liable to be terminated without any reason or notice thereof at any time.

b) You being declared medically fit at the time of joining, as per your declaration in the Personal Information Form.

c) Your services may be terminated if you are found medically unfit, during any time of your employment.

* 1. **Non-Waiver**

No failure on the part of the Company to exercise, and no delay in exercising any rights

hereunder shall operate as a waiver thereof, nor shall any single or partial exercise of

any such right preclude any other or future exercise thereof or the exercise of any other right.

* 1. **Assignment**

Since your employment with the Company shall involve your personal skills and capabilities, you shall not assign or transfer any of your rights and obligations under this Appointment Letter. The Company shall have a right to assign this Appointment Letter and you shall take all such actions or sign all such documents as may be requested by the Company.

* 1. **Severability**

Each and every obligation under this Appointment Letter shall be treated as a separate obligation and shall be severally enforceable as such and in the event of any obligation or obligations being or becoming unenforceable in whole or in part. To the extent that any provision or provisions of this Appointment Letter are unenforceable, they shall be deemed to be deleted from this Appointment Letter, and any such deletion shall not affect the enforceability of the remainder of this Appointment Letter not so deleted, provided the fundamental terms of the Appointment Letter are not altered.

* 1. **Survival**

Cancellation, expiration or earlier termination of this Appointment Letter shall not relieve the Parties of obligations that by their nature should survive such cancellation, expiration or termination including Bar on Double Employment (Paragraph 10), Non- Solicitation (Paragraph 11), Intellectual Property Rights (Paragraph 12), Notices (Paragraph 13), Indemnity (Paragraph 14), Governing Law and Dispute Resolution (Paragraph 15), Survival (Paragraph 16.6).

Please return the duplicate copy of this letter duly signed by you as a token of your acceptance, indicating your Date of Joining.

For **Clover Infotech Pvt. Ltd.**

Elizabeth PaulAcknowledged and accepted

**Senior Vice President – Human Resources Employee Name**