

WELCOME TO E-ERUDITE FAMILY

13 April, 2019,

Dear Vinay Jain,

Welcome to E-ERUDITE TECHNICAL EDUCATION SOCIETY. Congratulations on your selection at ETES as Software Engineer Intern.

For us at ETES, success is the outcome of choice and expectations, more than a matter of circumstances, and we are delighted that you have chosen us.

We have an introductory session on your day of joining, which will provide you with a brief overview of ETES, its policies and practices. This would come in handy to help you settle in at work. Also, we have especially designed an interactive workshop to introduce you to something close to our heart and our way of life the Spirit of ETES.

The induction session would begin at 10:00 a.m. at:

**E-ERUDITE TECHNICAL EDUCATION SOCIETY
13/A NALANDA PARISAR KESAR BAGH,
BLOCK-A GROUND FLOOR,
AB ROAD
INDORE- 452009**

We are confident that you will add value through your role and strengthen ETES's values by living the ETES way of life every day. Looking forward to a long term relationship and wishing you all the success at ETES.

Best Regards,
For ETES,

Devendra Rathore
Secretary ETES,

In the next few weeks, you will meet your colleagues and reportee's. Feel free to let them know what you need to accomplish your new responsibilities.

In case you need any clarifications regarding your job, responsibilities, or any policy, please contact us at eruditemp@gmail.com.

APPOINTMENT LETTER

13 April, 2019,

Mr. Vinay Jain,
Shri Vaishnav Vidyapeeth Vishwavidyalaya
Indore – Ujjain Road, Indore – 453111

It is our pleasure to appoint you as **Software Engineer Intern** in ETES at **Indore**, in **Project Stream** or in any such capacity as the management shall from time to time determine. Please note that the Internship terms contained in this letter are subject to the Society policy.

1. APPOINTMENT

- a. Your date of appointment is effective from the date of joining which is **15 April, 2019**, unless otherwise communicated in writing by the Society.
- b. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed and communicated to you in writing if the society finds you to be suitable for the appointed post. Unless confirmation is communicated in writing, your probation period is deemed extended. Internship duration would be 1 year and will be effective from the date of joining. After Completion of Probation period Intern will be entitled for the stipend based on the performance and client satisfaction index which will be monitored in each quarter ending.
- c. The retirement age is 60 years. If Intern is being converted into employment post 1 year and upon completion of His/her graduation Degree.
- d. You will be liable to be transferred in such capacity as ETES may from time to time determine to any other location(within Indore), department, function, establishment, or branch of ETES or its subsidiary, associate or affiliate Company. In such case you will be governed by the terms and conditions of service applicable to the new assignment.
- e. We provide support to our beneficiaries from various locations in Indore to suit customers' needs on a 24x7 basis. You may be required to operate from any of these locations and in any of the shifts, including night shift, as may be decided by ETES keeping in view business needs and deliverables to beneficiaries. As long as your Education and Personal life is not affecting. As E-Erudite's It's managements responsibility to give priority of such requests from the associated professionals. .
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the university/ institution for award of the degree/ diploma and the requirements, including aggregate, specified by ETES for your role.

- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

2. COMPENSATION

You will be eligible to receive the following:

- a. Stipend after successful completion of probation period of 6 Months. Based on the performance.
- b. Travelling Allowance (6000 PA). if professional is working from the client Location(onsite). Travelling Allowance will not be applicable to those associates who will be working from Home and From E-Erudite's WorkPlace.
- c. You will be entitled to other compensation, benefits, Rewards in accordance with ETES policy as modified and intimated to you from time to time.
- d. Your performance will be reviewed periodically as per ETES policy.
- e. Changes in your compensation are subject to the discretion of ETES and will be based on your effective performance and results during your employment and other relevant criteria.

3. OTHER BENEFITS

You will be entitled to the following :

- a. Leave, holidays and working hours as applicable to your category of Internship and location of posting. Breaks during Educational activities(i.e. Exams, Placements)
- b. Perquisites, if any, as applicable to your category of Intern and/or based on functional requirements as determined by ETES.
- c. Participation in the Company Provident Fund Scheme as per the rules and policies applicable to your category of employees Post Completion of Internship and written communication of employment from ETES.
- d. ETES sponsored free medical check-up for employees, which can be availed by you once within 3 months from date of joining. The medical check-up is purely a joining benefit, it is not mandatory and the report is not required to be shared with ETES.
- e. Leave Travel Assistance as per the policy of ETES.
- f. You will be eligible to participate in ETES's Medical Assistance program and Contributory Mediciam Insurance for your category of employees , provided you are not eligible for ESI.
- g. You will be entitled to the policy of 2 Lac life Insurance Policy Under PMSBY(Pradhan Mantri Suraksha Bima Yojana) and policy amount will be funded by ETES into the beneficiaries Bank Account.
- h. ETES Professionals will be entitled to help you during your placements, Exams, Projects Research Paper publication.

4. RESPONSIBILITIES

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation and business of ETES, whether directly or indirectly.
- b. You may be required to undertake travel on Company work for which you will be reimbursed travel expenses as per the ETES policy applicable to you.
- c. We at ETES are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of ETES including the Code of Business Conduct as they form an integral part of the terms of employment with ETES. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated/modified on a periodic basis and new policies may be introduced and notified to employees from time to time whereupon you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise that could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

5. CONFLICT OF INTEREST

- a. You are required to engage yourself exclusively in the work assigned by ETES and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head.
- b. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of ETES.
- c. The Conflict of Interest Policy also refers to the need on your part, during your employment and for a period of one year from the cessation of your employment with ETES (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
- d. Any employee of ETES to terminate their employment with ETES or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- e. Any customer or vendor of ETES to move his existing business with ETES to a third party or to terminate his business relationship with ETES.
- f. In case of any conflict or doubt, please discuss the matter with your Business Unit Head, to understand ETES's position on this and resolve the conflict.

6. CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know how that will be made available to you, you are required to comply with the Confidentiality Policy of ETES. Therefore, please ensure that you maintain all Confidential Information (as defined from time to time in the Confidentiality Policy of the Company) as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by ETES in the course of your employment. This covenant shall endure during your employment and also after cessation of your employment with ETES (irrespective of the circumstances of, or the reasons for, cessation).
- b. In your work for ETES, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer or other person with whom you have an obligation of confidentiality, and by signing below you affirm that you have no conflicting obligations or non compete agreements that would prevent you from working without limitation for ETES.

7. ASSIGNMENT OF INTELLECTUAL PROPERTY

In connection with your employment and during the term of your employment upon conception or creation, you shall disclose and assign to ETES as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours) that are related to the company's business or that results from work that you perform for the company or using the company's equipment, supplies and facilities, and shall comply with the policies of ETES in relation to Intellectual Property.

8. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.
- b. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this Agreement are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this Agreement shall continue in full force and effect.
- c. These employment terms supersede and replace any existing agreement or understanding, if any, between ETES and you relating to the same subject matter.
- d. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.

9. NOTICE PERIOD

This contract of employment is terminable, without reasons, by either party giving 2 month's prior written notice during probationary period and three month's prior written notice on confirmation of employment. ETES reserves the right to pay or recover salary in lieu of notice period. Further, ETES may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if the management desires the employee to continue the employment during the notice period, the employee shall do so.

10. ON SEPARATION

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items. Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.

We Would to Welcome you to The E-Erudite Technical Education Society Family

Best Regards,
For ETES,

Devendra Rathore
Secretary ETES

Note: Signed Copy of offer letter has been dispatched to you at mentioned Address by you. Request you to please sign all pages of offer letter and revert back to us within 7 day of receiving the same.