



LETTER OF APPOINTMENT

Roles & Responsibilities

- 1) The employee needs to understand the video requirements and prepare the videos accordingly.
- 2) The video should be professionally edited.
- 3) Video should be checked for errors before submitting.
- 4) The images & videos used in the videos should be original and not be copied from some other sources.
- 5) The employee might have to work in a team or as an individual.
- 6) The employee might be asked to provide knowledge training to new employees/interns.
- 7) The employee has to work on video strategy apart from video editing.
- 8) The employee should not use/share video with any other 3rd party firm/company/client or for personal use.

Policies

- 1) The employee should work for Mendiratta Digital only and not accept any other employment as a part time or full time or carry any other business without prior approval from Mendiratta Digital. If the employee is found to work without approval then Mendiratta Digital has all the rights to take any action against the employee.
- 2) Notice Period: Either party shall have the right to terminate the employment by serving 45 days notice in writing to other party.
- 3) The appraisal of the employee depends totally on his/her performance.
- 4) Personal Income Tax: The employee will be responsible for their income tax during or after the term of employment.
- 5) The employee is entitled to take 6 Casual leaves and 6 sick leaves annually.
- 6) Apart from casual/sick leaves, there will be 12 public holidays/year.
- 7) Mendiratta Digital owns the copyright of the video edited by the employees.
- 8) The person joining Mendiratta Digital as an employee should be medically fit and should not be going through any serious health issues.



Confidentiality

- 1) The employee should not share his/her salary with other employees.
- 2) The appraisal should be confidential and should not be shared with any other employee of Mendiratta Digital.

Declaration

I (Nitin Yadav) have read all the above mentioned terms & conditions. I hereby accept this letter and agreed to join Mendiratta Digital as a Video Editor.

(Nitin Yadav)