

January 11, 2021 Re: MIND/HR/2021/3992

CONFIDENTIAL

Mr. Shourya Sood MK Electronics Chauntra Joginder Nagar, Mandi, Himachal Pradesh

## **Sub: Appointment Letter**

Dear Mr. Sood,

With reference to your application and subsequent interview, we are pleased to appoint you on the terms and conditions given below:

1. Designation

=> Engineer Trainee

2. Date of Appointment

=> January 15, 2021

3. Place of Joining

=> Initially at Noida office

4. Reporting to

=> Project Manager or person nominated by the Management from time to time.

- 5. You shall be paid stipend @ Rs. 12000/- per month. In addition, you shall also be entitled for payment of allowances/benefits mentioned at Annexure to this letter.
- You will be under training for period of 12 months with effect from the date of your joining duties viz. January 15, 2021 - January 14, 2022. However, this training period can be further extended as may be deemed necessary by the Management if your training progress is not found satisfactory. A letter to the effect shall be issued. However, in case no letter is issued, the training period shall be deemed to have been extended.
- 7. In case your performance during the training period based on the tests conducted by the company is found satisfactory the company shall absorb you suitably.
- It should be clearly understood that your training assignment with the company is liable to be terminated at any time by giving 15 days notice or stipend in lieu thereof in case you are not able to perform up to the desired level of performance.
- As the Company shall incur heavy expenses on your training, you are required to be in employment with us for a minimum period of 12 months after completion of the training period. In case of your leaving the organization during the training assignment or leaving the services within the period of 12 months after completion of the training, you shall be liable to pay to the company expenses incurred by the organization on your training and development and or as specified in the agreement, which shall be recovered, from you at the time of full and final settlement of your account. You shall be required to execute a separate document to this effect.
- 10. After the period of 24 months, the termination of services may be effected by either side tendering three month's notice or payment of three month's basic salary in lieu thereof.
- 11. You will keep us informed of any change of your residential address or civil status. All correspondence sent to you at your above-mentioned address shall be deemed to have been served upon you.
- 12. In addition to the normal responsibilities / duties associated with the above post you can be assigned other duties as may be deemed necessary.

MothersonSumi INfotech & Designs Limited C-26, Sector-62, Noida-201309, U.P., India Tel: +91-120-4365555 Fax: +91-120-4365556

Email: info@mind-infotech.com Website: www.mind-infotech.com

Head Office:

MothersonSumi INfotech & Designs Limited 2nd Floor, F-7, Block B-1 Mohan Cooperative Industrial Estate Mathura Road, New Delhi-110044 (India) CIN No.: U67120DL1985PLC020695



- 13. If any information in the personal data furnished by you is found false / incorrect, you will be liable to be dismissed with out notice.
- 14. You are expected to promote and expand the business of the company and not directly or indirectly and either solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment without written sanction from the company.
- 15. Your services may be utilized in any of the offices or branches of the company or in any department of the Company or in any of the Associated Companies as may be required from time to time. Your services can be transferred to any of the Branches of the Company located in India or abroad, whether in existence at the time of your appointment or set at a later date at the sole discretion of the Management without detriment to your status and emoluments.
- 16. You will not during your employment with the Company (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the Company or its business/or its customer and/or any other information, secret processes or data and material, which may come to your knowledge during the course of your employment. You will always maintain strict secrecy regarding any technical information or any other information gained or acquired or imparted to you in the course of your employment.
- 17. The continuation of your services will be subject to your being found and remaining physically and mentally fit during your course of employment with the Company.
- 18. You will be governed by the service rules and regulations of the company, in force or as introduced or amended, from time to time. You will also be governed by the Company's policies and rules regarding Leave, Provident Fund, ESI, Misconduct, Discipline or/and/other matters.
- 19. Please sign the duplicate copy of this letter in token of your acceptance of your appointment on the terms and conditions mentioned therein.

Yours truly,

For MothersonSumi INfotech & Design Ltd,

MUKESH BATRA

HEAD - HÚMAN RESOURCE

## **Declaration:**

I declare that I am a resident of India & none of the Director of the Company is related to me. I accept the appointment on terms and conditions contained in this letter and service rules as applicable to the employees of the Company from time to time.

Accepted

(Shourya Sood)