

29 Jul 2022

**CONFIDENTIAL**

Re: MTSL/HR/2022/3992

Mr. SHOURYA SOOD

MK ELECTRONICS, CHAUNTRA, JOGINDER NAGAR

MANDI-, HIMACHAL PRADESH, INDIA

**Sub: Confirmation Letter**

Dear SHOURYA,

We would like to congratulate you on your successful completion of the training assignment with the organization. We are pleased to inform you that, effective **01 Jan 2022** you are being absorbed in the organization as **Software Engineer** on the terms and conditions given below.

1. Place of posting                               => Initially at **Noida** office
2. Reporting to                                   => Project Manager or person nominated by the Management from time to time.
3. You shall be entitled to Salary, Allowances and Perquisites as per Annexure attached.
4. In addition to the normal responsibilities / duties associated with the above post you can be assigned other duties as may be deemed necessary.
5. 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. However, in case you decide to leave your services, the Company at its discretion (in the event the company believes that you have any incomplete assignment), reserves the right not to accept salary in lieu of notice and to relieve you only at the end of the applicable notice period or completion of such assignment, whichever is earlier.
6. 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.
7. 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.
8. 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

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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.

9. If any information in the personal data furnished by you is found false / incorrect, you will be liable to be dismissed without notice.
10. 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.
11. The age of retirement will be 58 years or earlier in case you are found physically/mentally unfit to work any longer or for continued ill health as certified by the medical officer/medical practitioner nominated by the Company. The Company, however, reserves the right to retain services of a superannuated employee without prejudice to its right to ask him to retire at any time after reaching the age of retirement.
12. 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.
13. 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, Medical Reimbursement, Leave Travel Assistance, Travel, Misconduct, Discipline or/and/other matters.
14. 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 **Motherson Technology Services Limited**,



**RACHNA SRIVASTAVA**  
**HEAD – HUMAN 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)**