

CONFIDENTIALITY AGREEMENTS

This agreement is intended to form a legally binding and enforceable agreement between SISL Infotech India Pvt. Ltd., located at Regd. Office : Sector 4 DDA Market Road, Near Post Office, Ramakrishna Puram, New Delhi – 110022, India (Employer), and (Candidate Name) whose primary place of business/ residence located at (Candidate Full address).

DECLARATION:

I hereby acknowledge that I have read and understood the terms and conditions as provided in the (Mail) and I agree to the same.

Employee I.D : 2529
Employee Full Name : Snigdha Smruti Prajna
Personal Mail I.D : snigdha.smrutiprajna8@gmail.com

NOTE-Kindly fill it your details in Blanks and send us with your acceptance.

DETAILED EMPLOYMENT AGREEMENT

Rules-General: During the term of employment, you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you. You shall obey and comply with all the lawful orders and directions given to you by your Reporting Manager & concerned superiors in the company.

You will be personally responsible for any damage to equipment, property and third party liabilities caused by acts at SISL end user premises. All equipment will be used only for carrying out legitimate business of client organization and will not be put into any other use. The extent of damage will be binding on you.

Medical or any other allowances to the staff deployed will not be borne by SISL Infotech Private Limited. It will be your responsibility and not the agency's.

Confidential Information: You will not disclose or divulge or make public to any unauthorized person except on legal obligation, nor use for any purpose other than the Company's work during your employment with us or thereafter any information concerning the company's (or its associates) interest, operation, plant, know-how etc. that you may come to known as an employee of the Company. To maintain the standard code of ethics, the employee will enter into a Non-Disclosure Agreement with the Company.

You will not indulge into unprofessional practices and in case, it is found that while you are not following company policies, rules and guidelines, the company would be at liberty to take disciplinary and legal action against you. You will not outsource the work to any other associate/franchisee/third party under any circumstances.

Other Work: You shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with SISL Infotech Pvt. Ltd. without written permission of the management.

Protection of interest: If you conceive any new advanced methods of improving processes/formulae/systems in relation to the operations of the company, such developments will be fully communicated to the company and which will remain the sole right/property of the company.

Transfer and Deputation: You may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment, factory or branch of the company or its affiliate, associate or subsidiary. In such cases, you will be governed by the terms and conditions of services applicable to the new assignment. The company may also send you on deputation to client work sites as per the requirements. You will be required to adhere to the company's onsite policies and guidelines and other onsite rules as per company's policy.

Travel: You may be required to undertake travel for Company work and expenses payable by the company for such travel shall need prior approval from the company. No expenses incurred by the employee shall be paid by the company unless there are specific approvals for incurring such expenses.

Working Hours: *** Working Days / hours may vary based on the client's requirements, and will be informed by the clients.
Leave: As per client approval.

Past Record: If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such case, you will be liable to removal from service without any notice, and to refund all money paid to you for your employment throughout the period of your service with the company. The company would also be at liberty to take legal action against you.

What we expect from you

a) We hope that you will devote your full time and attention in carrying out your work activities honestly, faithfully and diligently keeping in mind at all times the Company's progress. We expect that you will not engage in or do any other business or render any professional service either on full time or part time basis.

b) We expect you to keep your work strictly confidential and not divulge or disclose to any outsider or ex-employee, either during your employment or after, any information or confidential matters related to the Company, its employees or associates, which you became aware of during your employment with us. We expect that you will not act in any manner, which may be prejudicial or detrimental to the reputation and standing of the company.

Termination & Resignation: We hope your association with us will be a very long one. However, either party may terminate this association by giving one months' notice or on payment of one month's salary in lieu of the same. However, in the event of willful neglect of your duties that may be prejudicial to the interests of the company, the company has the discretion to terminate your services forthwith or with such notice as it deems fit and without any notice pay whatsoever. In any instances, you would only be entitled for salary for the days the performance has been duly acknowledged and signed by RISL and SISL will have no additional liability.

After Termination: On termination of employment, you will immediately return to the company all correspondence, specifications, formulae, books, documents, market data, cost data, literature, drawings, effects or records, backup copies of programs, source/object and data etc. belonging to the company or relating to its business and shall not make or retain any copies of these items.

Governing Law and Jurisdiction: This Agreement is subject to the laws of India. In the event of any dispute arising between the Parties hereto in respect of the Agreement or in respect of interpretation of any clause herein, the said dispute shall be referred to an arbitration of a sole arbitrator mutually appointed by the Parties as per the Arbitration and Conciliation Act, 1996. The arbitration shall be held in New Delhi and the proceedings shall be conducted in English only. The award shall be final and binding on the Parties.

It is agreed between the Parties agree that only the appropriate Court in New Delhi shall have the exclusive jurisdiction to entertain and try any suit or matter in dispute between them relating to this Agreement. The proceedings shall be conducted in English only. The award shall be final and binding on the Parties.

Attorney's Fees and Costs. In the event of any legal action by Employer or Employee to enforce any one or more provisions of this Agreement, whether at law or in equity, the prevailing party shall be entitled to receive from the other party all enforcement costs including, without limitation, reasonable attorney's fees and costs whether incurred before, during and after trial or other litigation including appeal.

Employee Non-Poaching Agreement: Employee agrees that Employee will not during or following his or her employment by Employer, individually or on behalf of persons or entities not party to this Agreement, solicit or endeavor to solicit or induce employees of Employer to leave their employment with Employer in order to accept employment with another person or entity.

You would not, for a period of twelve months after termination of employment, for any reason whatsoever, solicit, interfere with or endeavor to entice away any employee or retainer of the Company with whom you had contact with a view to offering him or her employment either directly or indirectly. The convenient covers non-solicitation of clients, non-poaching of employees from the company or group companies.

This letter of appointment is being given to you in duplicate. Please return one copy of the Appointment letter duly signed by you as a token of your having read, understood and accepted the appointment letter in its totality.

While returning the copy of the appointment letter, please arrange to send us the following:

- I. Last Increment Letter/ Appointment Letter (Whichever has the latest compensation break-up).
- II. Last three Months Payslips.
- III. Educational Degree Certificates. (10th, 12th, Graduation, PG (If any))
- IV. Address Proof (Driving License/ Aadhar Card/ Electricity Bill in your name/ Rent Agreement)
- V. Photographs - Passport size (2 copies)
- VI. Relieving letter from earlier employer, if applicable

For any further query you may contact our Helpdesk on (SISL OFFICE Number) & Email I.D.

At the end of month, by 30th/31st of every month, you are requested to send us your Monthly Performance/ Attendance report signed and stamped by your Reporting Manager.

Kindly return the duplicate copy of this letter duly countersigned at the place provided therein, in token of your acceptance of the above.

Again, we are delighted that you have considered joining SISL Infotech Pvt. Ltd. we wish you all the success for your future endeavors.

