



TECHNOVA TECHNOLOGY

Employment agreement



12th march,2025

Ms. Ishita vadodariya,

Sub: Offer Letter for the Role of 'front end developer' at Technova technology.

Dear Ishita vadodariya,

We are pleased to inform you that, you have been appointed **for the role of 'front end developer' in Technova technology.** The details of your role are as follows:

Position:

- 1. front end Internship (3 MONTH INTERSHIP)**
- 2. Front end developer (Post)**

Profile:

- Building and implementing interactive, user-friendly interfaces using HTML, CSS, and JavaScript. Ensuring designs are translated accurately into functioning websites, adhering to brand guidelines and responsive design principles.
- Creating websites that work well on a variety of devices (desktops, tablets, smartphones) and adjusting layouts based on screen size. Implementing media queries and mobile-first design principles.

- Ensuring that websites and web applications function properly across different browsers (e.g., Chrome, Firefox, Safari, Edge). Fixing browser-specific bugs and ensuring consistent UI rendering.
- Writing clean, maintainable, and efficient code that follows industry best practices. Using version control systems like Git to track changes in the codebase and collaborate with other developers.

Joining Date 17th march 2025

Location Rajkot

Your Reporting Officer will be Mr. vivek vora, during your tenure. Please note that your reporting is subject to change at any time at the sole discretion of the company.

Compensation:

During the tenure of your internship, the Company will pay you a stipend of ₹5,000 per month. Upon successful completion of the internship, the salary package offered will range between ₹2,00,000 to ₹3,30,000 per annum, depending on your performance and the final review.

Post the completion of internship you will be converted to full time role. As a front end developer, The company will pay you an Annual Package with base compensation of per month and an annual Incentive on completion of one year of full time role, payable in accordance with the Company's standard payroll schedule, beginning from the day you start as a permanent employee.

You may indicate your acceptance of the offer letter and the agreement for the terms attached with the offer letter by signing the agreement. Upon your acceptance of this employment offer, Technova technology will provide you with the necessary paperwork and instructions.

Sincerely,

KRUPALI VEKARIYA (director)

Technova technology.

I hereby express my acceptance for the role offered by Technova technology. I have carefully read and understood the role and offers made and agree to comply with the Policies of the Company.

Ishita vadodariya

Terms & Conditions

The terms and conditions of your engagement with Technova technology. would be as follows:

1. The office timings shall be from 10 am to 7 pm (which includes lunch break). The Office will be operational for 6 Days a week, with full holidays on Sundays and pre-declared holidays.

However, if work exigencies demand, then it would be expected that you would be available for work before or after office hours and on also on holidays. The number of holidays and working hours may be changed as per policy of the company from time to time and binding on you.

2. You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration. The company shall deduct from all compensation or benefits payable such withholding and other taxes as required by applicable law. You are expected to keep your salary related information strictly confidential and not to share with anyone.

3. You shall duly attend all your duties and will regularly report your attendance and outcome, as per the process instructed by the Employer.

4. You shall be entitled for 1 Paid Leaves per month during internship period and 24 Leaves in a year, as the Full Time Employee. You shall notify your Reporting Officer atleast one day in advance and shall take the approval. For leaves lasting more than a period of 2 Days, you shall take the approval from your Reporting Officer atleast 7 Days in Advance. If you are found to be absent from your employment or you have not reported to your reporting authority for a period exceeding 7 days, without documented intimation to the Employer or your reporting authority, then your employment shall be deemed terminated from the 8 th day counted from the first day of your absence/non-reporting.

5. In case of an early termination of this contract, the paid leave entitlement would be proportionate to the “served” duration. Unused leave shall lapse at the end of the one year of service and neither can be encashed nor carried over to any future contracts that we may enter into, with you. Any leave that is not sanctioned by reporting Officer shall be considered as an unpaid leave. In such Circumstances, you salary shall be deducted on pro rata basis.

6. Your primary work would revolve around **Product Development** for company but you would be involved in multiple activities depending on demands and requirement of company.

7. During your notice period, you will also ensure that all your on-going activities including all tasks are successfully completed, to the satisfaction of your reporting Officer. Your final dues settlement with the company will be subject to submission of a ‘No-Dues’ certificate from your Reporting Officer.

8. The Employee is expressly informed and has understood that you cannot join any of the Company Distributors, Clients and partner affiliates for a period of 3 months from the date of termination / resignation from the employment of the Company. The Employee agrees that during the employment with the Company and for a period of 3 months following the termination/resignation of this Agreement, whether the termination/resignation shall be voluntary or involuntary, or with or without cause, the Employee will not attempt to hire any employee, contractor, vendor, service distributor or executive of the Company or otherwise encourage or attempt to encourage any employee, contractor or executive of the Company to leave the Company to join any other Company with whom the Employee gets employed, in future, or any other entity which Employee become part of as a proprietor, partner, Director, employee or consultant.

9. You agree that all Confidential Information is the exclusive property of the Company and you will take all necessary steps to protect the confidential information. You shall not, during the continuance of your employment or any time thereafter, divulge or disclose by word of mouth or otherwise, any information or knowledge obtained by you during your employment, as to the business or affairs of the Company or its method or as to any trade secrets, manufacturing process, technical know-how, financial records, commercial plans, business plans and or organizational matters of the Company whether confidential, secrets or otherwise. Disclosure of such nature to a third party shall be treated as an act of gross in-discipline and in such a case Management reserves the right to terminate your services without any notice, forfeit your benefits to the extent of loss and / or initiate appropriate legal proceedings against you.

10. The Employee is made understood that all the information entrusted on/upon him/her and made available to him/her is part of confidential information as all the client leads, discounts, offer price, purchase price, details of client etc. directly impacts the business of the Employer and any disclosure of the same shall be deemed as breach of confidentiality and strict action shall be taken against such Employee including, but not limited to, claim of damages, loss of business, injunction etc.

11. Any proprietary information developed, collated, formulated or ideated by the Employee during the course of employment shall be deemed as proprietary property of the Company only and the Employee does not have any right, to retain/transfer/send/copy the same on any external devices-mails not authorized by the Company.

12. Any instances of harassment to the fellow employee or for that matter to anyone associated with the Company will be taken seriously by the Company and such indulgence by an employee may lead to disciplinary action against him which could even lead to the termination of employment. Sexual Harassment will be dealt as per the policies and procedures prescribed

under Sexual Harassment Act, 2013 which is stated in Sexual Harassment Policy made applicable by the Company.

13. It is required that you adhere to the Company's IT Policies, practices, security, procedures etc. Failure to adhere to the same or engaging in inappropriate use of the internet, telephone and e-mail systems will be dealt with under the Company's disciplinary procedure and can lead to termination of your employment apart from requiring you to compensate the Company.

14. You have to inform the company about the resign before one month.

15. If the employee is directly resign the job, the employee's salary will be hold a one month.

16. The Employer shall have the right to immediately terminate your employment without liability for incentive or salary or damages, during the employment period, upon the happening of any the following events:

a) If you are unable or prevented through incapacity to perform your duties or attend to the business with concentration to achieve results.

b) If you are guilty of any grave misconduct or willful neglect in the discharge of your duties hereunder or failure to obey your reporting authority or failure to follow norms / rules as per the Employer's policies communicated to you on joining or any changes / amendments in rules given to you in writing from time to time.

c) If you are convicted of any criminal offense other than an offense which is reasonable for waiver in the opinion of the Employer.

d) Any remarks of indecent nature or spreading / participating in rumors which make the working environment unhealthy for a co-worker or may cause losses to Employer.

e) Sexual harassment of co-workers.

f) Use or consumption of psychotropic substances or alcohol during the working hours and attendance in person to the workplace after consumption of the same.

g) Quarrelling with the customers or use of unwanted and indecent language with the customers, co-workers or seniors.

h) If you are found to be in breach of the IT security / data security of the Company.

i) If you are found to be in violation of any policies of the Company.

j) 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 facts

k) If it is found that you have superseded your powers, as laid down in the internal documents of the Company.

l) If it is found that any criminal/civil case is pending against you.

m) If any of the information, stated in your curriculum vitae or any company document signed at the joining of your employment, is found to be false or misleading.

Apart from immediate termination in the event of above situation the Company also reserves the right to take legal action against you.

17. On termination of employment and/or your resignation, you shall handover all the Company properties like tools, accessories, documents, specifications, books, etc. of whatsoever nature and the cash in your custody, care or charge and hand over the charge to the authorized person and also obtain clearance from the relevant person(s), office(s), department(s), on production of which alone, your dues, if any, will be settled by the Company. Also, the Employee is not entitled to use any of their pending/unused leaves during the notice period and if the leaves are used during the notice period, unless allowed as per Leave & Holiday Policy of Company, then the notice period shall be further extended.

18. At the time of joining you are required to submit copies of your certificates / testimonials, experience certificates, PAN Card, Curriculum Vitae/Resume, Pay Slip from Past Employer (if any), Address Proof and your personal details and two copies of your recent passport size photograph as requested by company.

I have read, understood and accepted all the terms and conditions as mentioned above and in the Annexure 1. I also declare that all the documents and information provided by me to Technova technology, in verbal, written or documented form, that might have lead my appointment for the role, is genuine and true to best of my knowledge.

Signature: _____

Name: Ishita vadodariya,

Date: _____