

Appointment Letter

Ref: NTS/APPT/2020/INDIA/0167

15th March 2021

Ms. Kanchan Zunjruk
Vill-Makharewadi, Shrigonda,
Ahmadnagar - 413701
Tel – 7009625933

Dear Kanchan,

We are pleased to offer you, the position of **Associate Software Engineer** with **NTS Automation Labs Pvt. Ltd.** on the following terms and conditions:

1. Commencement of employment

Your employment will commence from **3rd May 2021.**

2. Job title

Your job title will be **Associate Software Engineer.**

3. Salary

Your total salary is INR **2,40,000/-** (Gross) per annum.

Your salary and other benefits will be as set out in **Schedule 1.**

4. Place of posting

You will be posted at Pune, MH. You may however be required to work at any place of business which the Company has or may later acquire.

5. Hours of Work

The normal working days are Monday through Friday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:30 AM to 7:30 PM and you are expected to work not less than 8 hours each day, and if necessary, for additional hours depending on your responsibilities.

6. Leave/Holidays

The Company shall notify a list of declared holidays in the beginning of each year.

7. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

8. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

9. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

10. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than two months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean Gross salary (CTC).

10.2 Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence or have committed any fundamental breach of contract or caused any loss to the Company.

10.3 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

11. Confidential Information

11.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

11.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the company. For the purposes of this clause 'Confidential Information' means information about the company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment.

11.3 This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

11.4 At no time, will you remove any Confidential Information from the office without permission. Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

11.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

12. Probation / Confirmation:

Your employment with the Company shall be subject to a probationary period of **Three (3)** months which period shall commence from the date of your joining the Company. The Company may choose to extend such probationary period to the extent it deems fit.

Please note that this offer is conditional upon satisfactory feedback from your reference and necessary background, academic, medical, credit/financial and criminal checks. Our offer is also contingent upon your full and complete disclosure to the Company of any and all agreements (non-competition, non-solicitation, employment, confidentially or otherwise) with any prior employer, clients, principals, partners or others which in any way limit you either contractually or otherwise from engaging in any business activities required or contemplated by the Company in this offer of employment.

The Company reserves the right to withdraw this offer of employment without any obligation whatsoever, in the event that it determines or believes that any contractual or other obligation may materially limit your ability to engage in business activities for the Company.

During the probation period, you may terminate your employment with the Company, by giving no less than one month of prior notice. Approval of the notice period is subject to supervisor's written approval. Notice period shall be calculated based on the formal email notification from you to your Supervisor and Company HR.

Upon successful completion of your probation, based on your performance assessment against the company's standards of conduct, attendance and job performance, a job confirmation of your appointment will be provided.

13. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

14. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

15. Service Contract

NTS invests significant amount of time, efforts and money in training and upskilling of its Employees. Hence it's expected upon Employee to serve a minimum duration in the company to enable us to realize the returns on the investment done. You are required to provide your services to the organization and as warranted in all the above clauses for a minimum period of 2 years from the commencement of your employment. Failing to complete the stipulated period of service of 2 years, Company reserves the right to withhold your salary and other benefits. Company also reserves the right to initiate legal proceedings to recover the damage caused to it and its Customer's and partner organizations. You will also have to compensate your exit process by paying one month of your salary back to the company.

16. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of **Mumbai High Court**.

17. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you and look forward to receiving your acceptance and to working with you.

Sincerely,



Ruchi Bhayani

Director- HR & Strategic Alliances

15th March 2021

Received & Accepted

Name: Kanchan Zunjruk

Date: _____

Schedule I - Compensation Details

Salary Structure

| | |
|--|----------------|
| Annual CTC | INR 2,40,000/- |
| Basic Salary | INR 1,20,000/- |
| House Rent Allowance | INR 48,000/- |
| Provident Fund (NTS "Employer" Contribution) | INR 14,400/- |
| Medical allowance | INR 15,000/- |
| Conveyance Allowance | INR 19,200/- |
| Medical Insurance ** (Insurance Coverage of INR 2,00,000 per annum) | INR 3,306/- |
| Special Allowance | INR 20,094/- |

- You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source, PF, PT, ESIC in accordance with company policies and applicable law.
- ** Medical Insurance premium calculated for self. If Spouse & Kids are to be added, the same will be deducted from Special Allowance.