

Date: 21/11/2022

APPOINTMENT LETTER

To,

MR. VEDIC JOSHI s/o Mr. KISHOR JOSHI

Udaipur, Rajasthan- 313001

Mob: 9929950668

E-Mail: joshivedico11@gmail.com

Dear, Mr. Vedic Joshi,

With reference to your application and subsequent interview you had with us at our Udaipur Head Office we are pleased to appoint you as **CRM ANALYST**, in our company on the following terms and conditions:-

1. You will be working on the post of **CRM ANALYST**, at your Decided Region/ Branch
2. Your Joining **Date Will Be 10-09-2022**.
3. And will report to the Director.
4. **You will be paid a Gross Salary of Rs. 15,000 per Month (Fifteen thousand Rupees only)**
5. You shall be governed as per the general rules and regulations of the company, which may be amended from time to time.
6. You should keep strict confidentiality towards the technical, trade or business information and/or towards any other secrets of the company. You shall also discharge the responsibilities entrusted to you with full confidence and trust.
7. You shall not have any personal / private contacts with any supplier / Customers of our company.
8. Compliments / Gifts in cash or kind given officially or personally on behalf of other companies / groups should be strictly avoided.
9. Please note that without the written authorization of the Management, you should not disclose either during the period of employment or after, any information concerning the operations of the Company.
10. Whilst in the employment, you shall not take up any other part time or whole time employment, nor shall you involve yourself in any trade or higher education without the express prior permission of the management.
11. You are responsible for keeping safe and returning any documents, equipment, vehicle and any other materials etc., of the company, which you have been handed in good condition.
12. You shall be governed by the model standing order.
13. The Management reserves the right to transfer or depute to you any of our branches / Factories / sister companies either existing or to be opened anywhere in India after the prior information of 2Months.

Please sign and return the duplicate copy of the agreement as a token of your acceptance of the above terms and conditions.

We welcome and wish you a successful career in our Organization.

Thanking you,

yours faithfully,
For Roljack Asia Ltd,

Sidharth Jain
Director Sales & Marketing

En closed:

- a. Annexure A
- b. Annexure B

Annexure A

1. Your gross monthly salary would be Rs. 15,000 p.m.
2. In case of any tour, travelling expenses,

Lodging and boarding would be paid as per the slab made by the company, which may be amended.

Annexure – B

1. Personal Particulars:

You will keep us informed of any change in your residential address, your family status or any other relevant particulars. You would also let us know the name and address of your legal heir/nominee.

2. Nature of Work:

You will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to you by your senior from time to time.

3. Assignment, Transfer and Deputation:

Though you have been engaged to a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

4. Training:

You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expense.

Kindly note that refusal to participate in a training program without any reasonable ground would lead to automatic termination of your employment.

5. Intellectual Property Right:

If during the period of your employment with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and you shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose. The company shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the company including but not limited to the creative concept that you may develop during your association with the company.

6. Secrecy/Confidentiality:

You will not during the course of your employment with the company or at any time there after divulge or disclose to any person whomsoever, make any use whatsoever for your own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by you during your employment as to the business or affairs of the company including development, process reports and reporting system and you will during the course of your employment hereunder also use your best endeavor to prevent any other person from doing so.

7. Restrain:

i. Access to Information:

Information is available on need to know basis for specific groups and the network file server of the company is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by unit mentors or project mentors.

ii. Restriction on Personal Use:

Use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use.

8. Leave:

You will be entitled to leave as per policy of the company. Three days advance intimation is required to be given for availing leave. In the event of a sick leave you will be required to furnish a doctor's certificate for the period of leave. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

9. Security:

Security is an important aspect of our communication and office infrastructure. Communication security is maintained by controlling physical access to computer system, disabling all working stations, floppy disk drives and companywide awareness about the need for protection of intellectual property and sensitive customer information.

10. Termination of Service:

- i. Employee may terminate his employment by serving a notice of Three months.
- ii. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you loose your lien on employment. In such case your employment shall automatically come to an end without any notice of termination or notice pay.
- iii. After Leaving our organization, Employee cannot join the same type of organization or field which deals with the same product categories.
- iv. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non-conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.

11. Appointment in Good Faith:

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

Please sign and return the duplicate copy of the order as a token of your acceptance of the above terms and conditions.

We welcome and wish you a successful career in our Organization.

Yours faithfully,
For Roljack Asia Ltd,
Sidharth Jain
Director

