

CONTRACT LETTER

December 16, 2019

Ms. Shruti Tikhe
Flat no B-303, Adinath Nagar,
Near TRP, Dist Ratnagiri,

Dear Shruti,

We at Vadini InfoCenter.io Pvt. Ltd. ("InfoCenter.io") are endeavoring to create a workplace that is characterized by achievement and success and we expect that you would play an active role in fostering the same. We need empowered employees, proactive in every situation taking responsibility both for themselves and for the company. It also places a demand upon the employees to be active, innovative with the ability to create, gather and use knowledge.

We are pleased to offer you the position of "Intern" on **Contract for 1-year, effective 16 December 2019 to 15 December 2020** with Vadini InfoCenter.io Pvt. Ltd. (VIPL, "Company"). You will be absorbed as a full-time employee based on your performance during or after completion of your Contract.

This Contract letter outlines the general information regarding your initial responsibilities, compensation, policies and benefits. It is important that you have a thorough understanding of VIPL's business objectives.

Your monthly internship fee will be up to a maximum of Rs. 16,000/- (Rs. 1,92,000/- per year) including all statutory compliance (as per government norms).

Leaves / PTO

Only full time VIPL employees are eligible for paid time off (PTO) as per the company policy.

POLICIES:

1. This Contract is offered on the basis of your having furnished to the Company, accurate information, regarding your age, education, qualifications, experience and other records. If at any time it is revealed that employment has been obtained by furnishing false information or by withholding relevant information, the Company will be free to terminate your services at any time without notice.
2. All the statutory and non-statutory benefits such as Provident Fund, ESIC, Gratuity and Bonus if applicable, will be computed only on the basic salary and none of the allowances, prerequisites, incentive, etc. wherever applicable, will be considered for computation of these benefits
3. Your emoluments will be subject to such statutory and legal deductions as may be applicable from time to time, such as your contribution to provident fund, income tax deductible at source, profession tax, etc.
4. Your services are subject to your physical and mental fitness for normal work. You may be called upon to undergo medical examination by the doctor designated by VIPL from time to time and the decision of the said doctor in this regard shall be final.



5. You will always act in good faith and for the benefit and in the interest of VIPL and abide by all the rules and regulations of VIPL in force from time to time and handle equipment and property of VIPL diligently and carefully.
6. You will be governed by the code of conduct, discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this contract of employment. You will be required to sign the 'Code of conduct and workplace ethics on the time of joining.
7. You will not disclose the remuneration received by you to any other employee(s) of VIPL, except and to the extent required by the HR Department of VIPL.
8. All the information, whether or not in writing, of a private, secret or confidential nature concerning the VIPL's business, business relationships, research and development, or financial affairs, shall always remain the exclusive property of VIPL and all files, letters, memoranda, reports, records, data, sketches, drawings, program listings or other written, photographic or tangible material containing such information, which shall come into your custody or possession during the course of your employment, shall be exclusive property of VIPL, to be used by you only in the performance of duties.
9. You shall observe utmost confidentiality and secrecy of any and all information received by you, entrusted to you or developed by you in the course of your employment and you shall at all times, whether during or after the termination of your employment, act with utmost fidelity and not disclose or divulge such information to a third party or make use of such information for your own benefit. Additionally, you shall not introduce into VIPL the confidential information of others, including previous employers.
10. You will not reproduce, store in a retrieval system or transmit in any form or by any means including but not limited to electronic, mechanical, photocopying, recording, scanning or **otherwise any copyrighted or otherwise confidential material which is the property of VIPL**, for your own benefit or for the benefit of any third party, either during the course of your employment or after your separation.
11. All the proprietary rights, title and interest in any and all intellectual properties such as ideas, innovations or works which are conceived, developed or prepared by you within the scope of your employment, including but not limited to patent, copyright, trade secrets and other related rights, shall be vested in VIPL. In any event, at the request of VIPL, you agree to automatically assign to VIPL all intellectual and proprietary rights in the works for the full terms of protection available throughout the world and to comply with all instructions of VIPL regarding the transfer or assignment of all such rights to VIPL, including the execution of necessary documents to perfect and evidence such transfer. You agree to disclose to VIPL all ideas, innovations or works that you discover or develop in the course of your employment with VIPL.
12. You will not either directly or indirectly engage yourself, either full time or part time, elsewhere in any job, profession or business of any nature during the employment with VIPL.
13. Either party, can issue Seven (7) days' notice period for both the side, can terminate this appointment. Further, the company may, at its discretion, relieve you from such date as it may deem fit even before the expiry of the notice period, without compensating for the unexpired period and is not bound to give any reason thereof. You will not be eligible for any paid-time-off (PTO) during the time that you are serving notice period with the company.
14. The company also reserves the right to recover the costs of any specific expenditure incurred, either on processing the visa / work permit or for any specific training provided for an assignment



and where you are unable to, for any reason fulfill your part of the obligation, either to travel or to complete the assignment. Upon termination of your employment, you will immediately surrender to the Company, all files, books, magazines, reports, documents, manuals, audio and video tapes / CDs / pen drives and any other knowledge data bases or compilations of VIPL confidential or proprietary information in any form entrusted to you in the course of your employment. You will also surrender any physical property that belongs to VIPL and is in your possession. If candidate is on PIP or under performer, management hold the rights to terminate his contract with immediate effect.

15. You agree to submit to VIPL, copies of the relieving letter and the statement of full and final settlement if your dues issued by your earlier employer, if the same has not been submitted so far. You also agree to keep VIPL indemnified against all costs, damages or losses incurred by VIPL, directly or indirectly, as a consequence of any legal action initiated by your previous employer against you for any reason whatsoever.

VIPL looks forward to your cooperation and contribution towards the progress of the Company.

As a token of your acceptance of the above-mentioned terms and conditions, please sign the duplicate of this letter by initializing each page and return it to us

Thanking you,

Yours faithfully,

For Vadini InfoCenter.io Pvt. Ltd.


Hemant Karmarkar
Managing Director



I Shruti Dilip Tikhe accept the above terms and conditions and return herewith the duplicate copy in token of my acceptance of the same.

Signed



Date: 17-12-2019