

Date: 20-04-2023

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Ms Geetanjali Kapoor

Mobile : 9625000788
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Letter of employment

Ms Geetanjali Kapoor

We are pleased to appoint on the following terms & conditions:-

1. The job

1.1 Position : Sr. Business Development Manager & Business Analyst

Delhi

20-04-2023

:Rs. 780000 Per annum CTC (Details as per annexure)

1.5 Probation : 6 months

You will be on probation for a period of Six months from the date of your joining. You will be considered as a confirmed employee only on receipt of letter of confirmation from the company. Your services during probation period can be terminated by 30 days notice on either side.

2. Leave:

You will be entitled for 15 days of earned leave after completion of 240 working days. In addition, you will also be entitled to 6 days each of Casual & Sick leave and apart from the 2 Special Leaves are provided in a calendar year. All leaves are subject to prevailing leave rules in the employment region.

3. Other matters:

3.1 You will not without prior written permission from the company carry on any business or profession or any part- time assignment or publish any article or deliver any talk on any subject related to the activities you are either directly or indirectly engaged in, for the company.

3.2 You will devote your entire attention to your duties to promote the interests of the company.

3.3 You will be responsible for equipment, laptop, desktop, calculator, books, telephone, mobile etc in your custody.

3.4 The company reserves the right to deduct the money value of such items from your dues and take such other action as deemed proper in the event of your failure to account for such property to its satisfaction.

3.5 You shall inform the company about any new or novel process, techniques or design you may make, discover or invent. All such discoveries or inventions will be the property of the company. The company may at its discretion take patents in your name for such discoveries or inventions & the company will retain the rights to such address.

4. Work ethics:

In keeping with the policy of the company of conducting it's affairs in strict compliance in letter and spirit of the law and adherence to business ethics, you shall not:-

- a) Accept or offer substantial gifts, or indulge in entertainment, favours or payments which can be construed as excessive, influencing or improper.
- b) Borrow from or lend to or avail services of employees, customers or suppliers.
- c) Misuse or allow to be misused the property of the company.
- d) Initiate or approve any form of personal, sexual, or social harassment or discrimination of anyone

† 5. Resignation / Termination:

a) After confirmation of your services, if for any reason you wish to resign from the company\'s services, you may do so by giving 30 days notice in writing or pay the company 30 days basic salary in lieu thereof. Similarly, the company can at its discretion terminate your services by giving 30 days notice in writing or pay 30 days basic salary in lieu thereof.

b) This contract of employment may be terminated without notice or any compensation in lieu thereof, if any act of yours is detrimental to the interest of the company or convenes any conditions or this appointment or if any information provided by you during the process of appointment is found to be incorrect or false.

7. Policies, Rules and Regulations:

Any change in the rules and regulations, policies and guidelines announced by the company from time to time and applicable to you will form a part of this contract employment.

8. Email:

Email facility provided by the company is to be used exclusively for company\'s business. The company will have the right to check the e-mails sent and received. Sending any information related to the company to unauthorised persons will be † treated as a breach of trust and will be construed as a serious offence. You will be personally responsible for the misuse of the e-mail and all its consequences including litigation arising there from.

We welcome you as a member of Autus Cyber Tech Pvt Ltd and hope that our association will be mutually rewarding.

Please sign and return the copy of this contract of employment in token of your acceptance of the above terms and conditions without any reservations.

For, Autus CyberTech Pvt Ltd.

**Rahul Khera
CEO**

I confirm that all the information given by me is true & my appointment in your company is subject to the validity of this information.

Having read and fully understood the above terms and conditions, I agree to abide by them.

My date of joining is:

Name and Signature:

