

UMPL/HR/2024

Date: 01 Mar. 24

Mr. Rahul Mourya
602D/17J, Ward No.3,
Near Rana Colony, Mehrauli,
New Delhi-110030.

Dear Mr. Rahul Mourya,

Your Appointment as MIS Executive

With reference to your application and subsequently our Letter of Intent dated 25 Feb.24 regarding your employment with us, we are pleased to appoint you in the position of **MIS Executive** with effect from 01 Mar. 24

This appointment shall be subject to following terms & conditions:

1. **Date of Appointment** 01 Mar.24
2. **Location of Posting:** Your current place of work shall be Karol Bagh Head Office. The Company fully reserves its right to change the place of your work to any location within India, as per the needs of the organization from time to time.
3. **Remuneration:** You shall be entitled to Salary, allowances and related perquisites as defined in Annexure A.
4. **Probation:** You are required to serve a probationary period of 6 (six) months effective from the date of your Joining, after which your service will be confirmed in writing subject to satisfactory performance. The probationary period may be extended at the absolute discretion of the Management. During your probation period, your services can be terminated by the Company without any prior notice and without assigning any reason.
5. **Duties and Responsibilities:** Your current job profile shall be communicated to you by your Department Head as join. You are required to perform the duties and responsibilities related to your position at any division, department or section in the Company or within our Group of Companies. In addition to the normal responsibilities/duties associated with the above post, you can be assigned any other duties as may be deemed necessary.

6. **Performance Review**

Your services shall be subject to a performance review after completion of 6 (six) months of your Joining. Also, upon the completion of your probation period, your continuation of your employment shall be subject to your meeting business targets determined by the Company. Any failure to achieve the prescribed targets shall result in a review of the terms & conditions of your employment with the Company. Performance-based annual increment shall be awarded to you as per Company policy on 1st April each year provided your services are confirmed by that date. Annual increment cannot be claimed as a matter of right or a part of terms and condition of your employment. It will depend upon your performance regularity, punctuality, discipline and loyalty to the Company as well as the financial prosperity of the Company.

7. **Transfer of : Service**

Your services may be utilized in any offices or the branches of the Company or any other department of the Company/Associated Companies existing today or established in future, as may be required from time to time without detriment to your status and emoluments. Also, the Organization follows a *Policy of Rotation*, under which an employee's services are due for rotation i.e. stands transferred to another location for a specific period of time, with prior notice to you.

8. **Rules, Regulations:**

During your employment with the Company, you will be governed by the service rules and regulation as well as certified standing orders of the Company, in force or as introduced or amended, from time to time. You will also be governed by the Company's policies and rules regarding leave, provident fund, misconduct, discipline or and other matters.

Without written consent of the Company, you shall not engage yourself, or be interested, or concerned in any other business or activity of any kind whether directly or indirectly or publish any information about the affairs or business of the Company whether by remuneration or otherwise.

You will not, during your employment with us (in terms of this letter except so far as may be proper in the ordinary course of business and for the interest of the Company) or at any time thereafter, divulge or make known any information in any way whatsoever relating to the company or its business/ or of its customer and/ or any other information, secret processes or data and material, which may come to your knowledge during course of your employment. You will always maintain strict secrecy regarding any technical information or any other information gained or acquired or imported to you in the course of your employment.

You shall not during the course of your employment with us or any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company, nor shall you without the consent of the Company, publish any book, booklet, brochure or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or your work in the Company. You shall also not disclose to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, information or documents, official or otherwise relating to the Company or its sister concerns/subsidiaries except with prior written approval from the Directors. Subject to any relevant legislation, if at any time in the course of the agreement you may make or discover or participate in the making or discovery of any letters, patent, trade- marks,

designs, copyrights, inventions, drawings, computer programs, technical know-how, trade secrets and rights of like nature however arising and whether registered or unregistered relating to or capable of being used in the Company (any other relevant Group Company, affiliate and/or business associate of the Company) you shall immediately disclose full details thereof to the Company and, at the request and expense of the Company, you shall do all things which may be necessary or desirable for obtaining appropriate forms of protection for such intellectual property in such parts of the world as may be specified by the Company and for vesting all rights in the same in the Company/ nominees. This includes giving out to anyone, by word of mouth or otherwise, any particulars or details of Company's process, technical know-how; security arrangements, administrative and/or organizational matters whether confidential, secret or otherwise either during the tenure of the contract or afterwards, which you acquire during your dealings with us. It is understood that this employment is being offered to you on the basis of particulars furnished by you in your application for employment. However, should at any time it emerge that any particulars are wrong / incorrect or false or any information has been suppressed or concealed, this appointment shall be null and void and liable to be terminated forthwith without any notice.

9. Protecting Our Assets:

A assets, including financial assets, physical assets, intellectual property and confidential information, must be secured and protected in order to preserve their value. We are all personally responsible for safeguarding and using our Company's assets appropriately. Our Company's assets are intended to be used only. Assets includes protection of our Company's physical assets, such as office facilities, furniture, equipment and supplies, information systems and other technology assets, intellectual property rights and confidential information. Any damage/loss due to negligence or intentional misuse of above mentioned will attract penalties upto INR Two lakhs payable to Company account.

10. Obligation for Taxes: Any amount payable by the Company to you towards compensation, allowances, incentive and/or Any other payment shall be subject to deduction or withholding of taxes and/or any other taxes under applicable law. All requirements under applicable tax laws in India/abroad including tax compliance and filling of returns/assessments etc of your personal income shall be fulfilled by you.

11. Retirement: Your age of retirement shall be 60 (sixty) years or earlier in case you are found physically, mentally Unfit to your work any longer or for continued ill-health as certified by the medical officer/medical Practitioner nominated by the Company. The Company, however, reserves the right to retain services of a superannuated employee without prejudice to its right to ask him to retire at any time after reaching the age of retirement.

12. Termination:

Termination of services may effect by either side tendering one month nonnegotiable notice or payment of One month salary in lieu of notice after confirmation. In case of unauthorized absence or overstay of leave for continuous period of more than five days, it shall be presumed that you are no longer interested in continuing your employment with the Company and abandoned your job of your own accord and your name will be struck off from the Company's rolls as having resigned without any notice or intimation.

Notwithstanding the above, the Company reserves the right to terminate your employment without notice, indemnities and compensation If you are, in the opinion of the Company, found guilty of dishonesty, misconduct or negligence in the performance of your duties. However, in case of any disciplinary proceedings are either contemplated or pending against you, the management will have the right not to relieve you.

13. **Change of Address:** You will keep us informed of any change of your residential address or civil status.

Please sign the duplicate copy of every page of this letter in token of your acceptance of your appointment on the terms and conditions therein.

Thank you.

Sincerely yours,

For **UNAYUR MARKETING PVT. LTD**

M/s Unayur Marketing Pvt. Ltd.

Sandeep Kumar

Sandeep
21/03/24
Authorised Signatory

Sr. Manager HR

(DATE)

(PLACE)

Rahul Mourya - 3715				
		Monthly		Anually
Basic		20000		240000
HRA		10000		120000
Conv.		800		9600
SA		2200		26400
Gross		33000		396000
Employer PF		0		0
Employee PF		0		0
Employer ESI		0		0
Employee ESI		0		0
PB Variable		0		0
CTC		33000		396000
Take home		33000		

M/s Unayur Marketing Pvt. Ltd.

[Signature]
1/03/24
Authorised Signatory