

APPOINTMENT LETTER

Date: 10-01-2023

**To,
Mr. Ayush Jain**

Dear Mr. Ayush,

This has reference to your application dated 05-January-2023 and the subsequent interviews you had with us and in continuation of our offer letter dated 10- January-2023.

We have pleasure in welcoming you to **CSEP Campusshala Education (P) Ltd** by offering you an appointment in our organization as an Intern.

- 1.You will be reporting to Mr. Nivrati Jain and will be under his/their administrative control.
- 2.The appointment will take effect from the date of your joining.
3. Your Roles and Responsibilities will be informed by your H.O.D.
4. You shall be governed by the following terms and conditions of service during your employment that may be amended from time to time.

Statement of Facts

- 1) The company has issued this appointment order on the basis of the bonafide statements and facts provided by you in your application form for employment. At the time of employment or during employment, if the company finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you.

Duties

- 1) During working hours, you shall use your energies and abilities to serve the company faithfully. You shall comply with the rules, regulations and procedures as notified by the company, in letter and spirit.
- 2) You shall not, without the company's prior written consent, be in any way directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic, or scientific character only with the express written permission from the competent authority
- 3) During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the company. Also, you shall not divulge any confidential information of or violate any agreement with the company.

Place of Work

- 1) The company reserves the right to transfer you either on a temporary or permanent basis from this company to other companies of this group or to any other company in which the company has vested business interest through tie ups or franchise arrangements or through any other arrangements in what so manner.
- 2) The company also reserves its right to transfer you to other jobs or departments or locations within the company or outside the company, when necessary.
- 3) The company is entitled to depute your service to any other company or organization in similar or such other capacity as the company may decide and, on such terms, and conditions as may be mutually agreed upon. Such deputation will be treated as continuation of your services with the company.

Hours of Work

- 1) You shall observe the hours of work as lay down at the place of your posting. If, the company operates shift work and you shall be bound to comply with such working arrangements as decided upon by the company.
- 2) You may be required to work additional hours of work when necessitated by situations.
- 3) Our company observes Holidays as prescribed by the Law of the country concerning Labour in Private sector.

Leave

- 1) You are not allowed to take a leave in the working days in the company. If in case, you found to be absent, an amount of Rs. 100 will be deducted from your salary.

Conduct

- 1) You shall at all time, maintain exemplary conduct and decorum. You shall uphold honesty and integrity in all your actions.
- 2) You shall, honor and comply with all rules and regulations of the company and statutory requirements in letter and spirit.

Confidentiality

- 1) You shall maintain utmost secrecy with regard to confidential and proprietary information relating to the company. This information includes and is not limited to trade secrets, technical process, finances and dealings with information relating to suppliers, employees, agents, distributors and customers.
- 2) You shall not, during your employment and at all times, thereafter ,directly or indirectly use or disclose confidential information except for the sole benefit of the company. This restriction shall cease to apply when it may come into the public domain otherwise than through unauthorized disclosure by you or such information which you shall be obliged to disclose by law.
- 3) You shall not take copies of confidential documents or information for your own purposes and forthwith upon termination, you shall return to the company all documents, records, accounts in any form (Including electronic, mechanical, photographic and optic recording) relating to matters concerning the business or dealings or affairs of the company.
- 4) You shall not during your employment and at all times, thereafter do or say anything that may injure or directly damage the business of the company.
- 5) You shall maintain utmost confidentiality with regard to your compensation and benefits. You shall not discuss your compensation and benefits with anyone, but with the superiors you report to.

Probation

You will be on probation for a period of three months. Confirmation in service is subject to your performance being assessed as satisfactory. The probation is likely to be extended at the discretion of the management, subject to there being no more than one extension. If at the end of the extended period also the performance is assessed as not satisfactory, there will be no further extension and the services would stand terminated. The Management reserves to itself the right to terminate your service at anytime during the probation without notice or without salary in lieu of notice and without assigning any reason.

Termination of Employment

- 1) The company considers only the date of birth as mentioned in the SSLC/School Leaving Certificate for the proof of your age. The date of birth once furnished and admitted shall be final and no change will be entertained. You will retire from the service of the company on completion of 60 years. However, the company reserves the right to extend the service period if you are medically fit to carry out the assignments.
- 2) Your service will be liable to be terminated by giving two months notice in writing on either side or payment in lieu of notice except for dismissal, discharge or termination for misconduct. Taking into consideration of the nature of your duty, it will be absolutely necessary for you to work for the company during the notice period and no leave will be sanctioned during the notice period.

Kindly sign in duplicate copy enclosed as a token of your acceptance of the terms and conditions of employment.

Thanking you,

For CSEP Campusshala Education (P) LTD.


CSEP Campusshala Education Private Limited

I accept the terms and conditions of employment as set out in this document.

Signature:

Name : Ayush Jain

Date : 16- 01-2023