

Date: August 2nd, 2021

To,

Ajit Singh Mannan

A-Wing, 1st Floor, Room No. 104,

Vakratund Plaza,

Old Kaseli Toll Naka, Bhiwandi Road,

Kaseli Village, Bhiwandi,

Thane - 421302

Sub.: Appointment Letter

Dear Ajit,

With reference to your application and the subsequent interview, I am pleased to advise that you are appointed as “**Engineer-I**” in our Firm with effect from **August 2nd, 2021** on the following terms & conditions:

TERMS & CONDITIONS

- You shall be paid a consolidated salary of **Rs.17,500/-** (Indian Rupees seventeen thousand five hundred only) per month.
- You shall be on probation for a period of 3 (three) months, following which a review will take place. If required, your probation period shall be subject to extension as may be deemed fit by the Management. During probation you shall not be entitled to any leaves, benefits and facilities that other regular employees may enjoy.
- You will be a full-time employee of the Firm and you shall not engage yourself directly or indirectly in any other work, activities, business or profession, or office of profit, either honorary or otherwise, without the prior sanction of the Management.
- As part of the Firm, your services are liable to be utilised in, or are transferable to, any office/site/department of the Firm or its related entities existing, or which may come into existence in the future.

- You shall observe strict confidentiality with respect to the business of the Firm and shall not disclose to any party whatsoever any secrets, processes, methods, designs and any other matter or information concerning the business and affairs of the Firm that may come to your knowledge in the course of discharge of your duties, except when required by the Management.
- Your employment is bound by the confidentiality policy of the Firm. Your obligation to maintain confidentiality and security of information considered confidential by the Firm remains even after your employment with the Firm ends, and your obligation towards confidentiality shall continue for so long as such confidential information remains a trade secret.
- Any inventions, discoveries, intellectual property designed or developed through your expertise while in employment with the Firm shall become the Firm's exclusive property.
- You will be responsible for the safekeeping in good condition and order all the Firm's properties and assets that may be in your custody, care and charge.
- Your employment is governed by the rules and regulations of the Firm which are in force at present, and which may be modified from time to time.
- In case you decide to leave the Firm, you shall provide at least 1 (one) month notice, or if required by the Management, serve the Firm till an appropriate replacement for the position is found. During the notice period no leaves shall be granted.
- If during the period of your service it comes to knowledge that you have committed any misconduct, your employment may be terminated without notice.
- You are required to submit to the Firm documents for proof of identity, credentials, and such relevant particulars, and subsequent changes to such information if any.

WORK PROFILE – "ENGINEER-I"

Following are the non-exhaustive conditions of your role in the Firm:

- Conduct research and development activities as required by the assigned projects, which may include, but is not limited to, surveying the literature, performing relevant data analysis, interacting with industry experts, conducting and managing experimental work etc.
- Co-ordinate and work with partners and vendors for activities related to experimentation, designing, simulations, manufacturing etc.

- Create and deliver technical reports and presentations to principals and clients, and for the purposes as required by the Firm.
- Travel to off-site locations for project programmes, and engage in technical training programmes, whenever required.
- Assist in tasks that may lead to the growth and development of the Firm, including, but not limited to, interacting with potential clients.
- Any other responsibilities that the Management may entrust from time to time.

We wish you a long and successful career with us. Kindly sign the duplicate copy of this letter as a token of your having accepted the aforementioned terms and conditions.

For **Pecan Research Solutions**,



DR. HARSHAL N. MATHUR
Founder

Cc: Accounts