

APPOINTMENT LETTER

Date: 02 November, 2022

Ms. BALU SRAVYA

D.No:1-27, Enimireddypalli,[VIII],
Talluru[Post],Kanigiri[Mndl],
Prakasam[Dist], A.P- 523111.

Dear Balu Sravya,

Congratulations!

We have pleasure to appoint you as **INTERN (Technical)**, effective from **16 November, 2022** on the following terms and conditions.

1. Your gross Monthly salary is **Rs. 10,000/-** . Your salary doesn't include the components & benefits of company during your Internship.
2. Your future increments or promotion or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
3. You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company.
4. You will be entitled to privilege, sick and casual leave as applicable to your category of employees.
5. Increment in remuneration is not to be expected as a right of Employment. Increment in your remuneration will be strictly at the discretion of the Company and shall be based not only on your performance, Dedication, Sincerity, Commitment, Quality of work, but also on the profitable Performance and Growth achieved by the Company

6. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which is found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
7. You will be responsible for performing services for the Company as assigned by the Company's Officer/ and employees who are designated with authority to manage and supervise your work. You are required to comply with all rules, regulations and procedures of the Company. During your employment with the company you will be assigned to work at the Client's premises and will be required to work on a predetermined shifting schedule assigned to you by the client. You are required to adhere to all conditions as set forth by the company's clients at all times.

During your employment, you shall not directly or indirectly expropriate any corporate opportunities or otherwise engage in any conduct adverse to the best interests of the company. You are instructed not to divulge any confidential information of, with your prior employers or their clients. You will devote your whole time to the business of the company and will diligently and efficiently carry on the duties entrusted to you from time to time. Furthermore, you should not indulge in any act of commission, which is likely to harm or affect the reputation or business of the Company.

You will be responsible for the safe custody and return in good condition or order of all our property which may be in your use, care or charge. You shall not accept any presents/commissions or any kind of gratification from any person, party, firm or concern having dealings with our organization without approval of the company.

8. Your initial place of work will be at the **Centrepoint Informatics**. However your services are transferable and you may be assigned to any location in India or abroad where the Company or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.
9. You will be on probation for a period of 6 months from the commencement Date. The probationary period can be extended further if your performance / conduct is not found satisfactory, at the company's sole discretion. You will continue to be on probation until confirmed in writing by management.
10. You will also be entitled to and governed at all times by the policies, procedures, regulations and rules of the Company in effect from time to time whether such policies are specified in

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the Letter of Appointment or elsewhere. Further the Company may modify or change or add such policies, procedures, regulations or rules whether related to your salary or otherwise

11. You will be entitled to leave benefits as per the Company Rules and Regulations.
12. You will be entitled to privilege, sick and casual leave as applicable to your category of employees.
13. You will under no circumstances make available your services to any undertaking, or have any interest directly or indirectly in any other undertaking or activity which might interfere with the proper performance of your duties without first obtaining the written permission of the Company.
14. Increment in remuneration is not to be expected as a right of Employment. Increment in your remuneration will be strictly at the discretion of the Company and shall be based not only on your performance, Dedication, Sincerity, Commitment, Quality of work, but also on the profitable Performance and Growth achieved by the Company.
15. You will not at any time during the continuance or after the termination of your services with the Company irrespective of any reason for such termination, make use or disclose to any party either for your own benefit or for the benefit of any party (individual, firm, company, any trade or business), the affairs and confidential information of the Company or any of its related companies of which you have knowledge or become aware during the course of your service with the Company.
16. Either party shall serve 1 month written notice so as to terminate the service.
Upon termination of employment, you will also return all company property, which may be in your possession. It would be obligatory on your part to get a proper relieving letter from the Management before your services are deemed to be concluded.
17. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law.

18. The terms and conditions as stipulated above shall be interpreted in accordance with the laws of India.

19. If any information furnished or declaration given by you in regard to your employment to the Company is found to be false or any material information willfully suppressed, your appointment would be liable for termination without any notice or compensation.

For Centrepoint Informatics



Authorized Signatory

Declaration:

- I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.