



APTARA/ANMPL/ P02420

Date 11th May 2020

Sarika Nanda

38 Ghalib Apartments Pitampura Delhi - 110034

Sub: Appointment Letter

Dear Sarika,

This has reference to your application dated **17th March 2020** and subsequent interview with you, we have the pleasure in offering employment to you in our Company on Fixed term contract on the following terms and conditions:

1. That you are appointed as **Lead Instructional Designer** for a Fixed Term Period effective from **11th May 2020** as agreed upon during the discussions with you. Your appointment is made for **PWC** project & is purely on Fixed Term contractual basis from **11th May 2020** to **31st July 2020** However, in the event the project **PWC** is shelved or the requirement is reduced on this project, your services could come to an end in that case accordingly.
2. You will neither have any right nor have lien on the post of the Trainee Document Specialist as a job with the Company. You will have no claim over regular employment with the Company even if there is a vacancy for the post held by you or otherwise. In case for any unforeseen reason whatsoever, if you continue to work after the aforesaid specified fixed period without any letter of extension, such an event must not be deemed as an event which confers regular or permanent employee status on you. However, in case such an event occurs as mentioned above i.e. of your continuing to work without any written sanction from the Company after **31st July 2020** please note that you will immediately be provided with a fresh contract or extension of this contract for such a period as is then required in the discretion of the Company upon discovery of this event by the Company.
3. That in return of your contractual services you will be paid as per the Annexure enclosed.

GENERAL OBLIGATIONS

4. That during your short term contractual employment with the Company, you are required to perform your duties efficiently, diligently and to the best of your ability and integrity and generally carry out duties and work as assigned to you from time-to-time. You shall obey and comply with all lawful orders and directions issued by the Company and shall punctually attend to your duties at the place or places where you are deputed or posted.
5. You will at all time maintain absolute integrity and devotion to duty and conduct yourself in the manner conducive to the best interest, credit and reputation of the Company.
6. You will at all times conduct yourself soberly, temperately and show proper respects and civility to all persons working in the factory including your colleagues and supervisors.

Aptara New Media Private Limited (SEZ Unit)

Registered Office : 0-100, First Floor Sector 12, Noida 201 301 U.P. | India

Works: SEZ Building - 4, Wing A, 1 st Floor, The Manjri Stud Farms Private Limited, SP Infocity, S.

No. 209. Pune Saswad Road, Next to Satypuram Society, Phursungi, pune – 412 308 | India

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7. That you will always obey the orders / instructions given to you by the supervisors or officials working in the Company. If at any time you have got any reservations to obey any orders or instructions, it will be obligatory for you to first obey the orders and then represent your grievances to the Company. No representation will be entertained unless you have complied with the orders given to you.
8. You will be governed by the rules and regulations, orders and instructions in force and framed by the Company from time-to-time in respect to the job assigned to you.
9. Your appointment is being made on the basis of your particulars such as your skill, qualifications, experience, etc. as provided in and along with your application for employment. You are required to submit all the documents in support of the said information before or not later than three days of your appointment. In case any information or documents submitted by you are found faulty or incomplete then your appointment will be deemed *void-ab-initio* and you will be liable for termination without the issuance of any notice to you.
10. This appointment and its continuance till the term lasts is subject to your remaining physically fit. You shall appear before the medical officer of the Company or any medical practitioner appointed by the Company for the medical examination from time to time.
11. That if at any time during your service period you are found to have committed misconduct (s) or any willful breach or continuous negligence of the terms of this appointment letter or dereliction of the duties or instructions given to you from time to time, the Company in that case without any notice or any payment in lieu thereof can put an end and determine your present employment. You will be deemed to have brought about such situation by your misconduct, to put an end to your fixed term contract.
12. Your address as intimated in your application for appointment shall be deemed to be correct for sending any communication to you. In case there is any change in your residential address, you will intimate the same in writing to the Human Resources Department within three (3) days from the date of such change and get such change of address recorded. Every communication delivered to you at the given address shall be deemed to have been served upon you.
13. You shall not (without the prior written consent of the management) be engaged, concerned or interested, either directly or indirectly, in any other trade, business or occupation or employment whatsoever (either for remuneration or on a honorary basis) during the course of your employment with the management, provided that this restriction shall not preclude you from purchasing and holding for investment purpose any stocks, debentures or other securities of any public or private company.

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14. While employed as an employee of Aptara, you will be directly responsible for the successful and timely completion of any job / work assigned to you. You would adhere to the norms of office discipline. You would also be responsible to ensure proper and effective adherence to the norms of office discipline including working hours, systems and procedures by the staff / employees that may be associated with you.
15. **CONFIDENTIALITY:**
- a) The work product generated by you while performing the services during the term of your employment, including all electronic data, pictures, graphics, papers, worksheets, logs, records, reports, documents, training material and other materials developed or prepared by you, shall be the sole and exclusive property of the management.
 - b) You will be responsible for the safe custody of all information, documents, manuals and kits and other property belonging to the management that may be entrusted to and/ or placed in your possession by virtue of and/ or during the course of your employment with the management.
 - c) You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or any information concerning the organization,
 - d) assignments/ projects, finances, transactions or affairs of the management and/or its affiliates/associates('confidential information'), which may come to your knowledge and/ or be imparted to you by the management during your employment hereunder. You shall hold in strict confidence, all such confidential information. This restriction shall survive termination of your employment with the management without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any of fault on your part.
 - e) You acknowledge that the breach of any of the provisions of hereinabove will cause irreparable loss and harm to the management which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the management will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the management to an action for damages.
16. **CONFLICT OF INTEREST:**
- The Company follows a conflict of interest policy (the "**Conflict Policy**") in respect of its employees. The Conflict Policy is intended to avoid conflict of interest between the personal interest of an employee and that of the management or its affiliates in its dealings with third parties. You will be bound by the Conflict Policy of the management during your employment and honor the same at all times.

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17. CONTINUING OBLIGATIONS:

The termination of your employment will not affect the rights and remedies of either party against the other in respect of any previous breach of its provisions nor will it affect the continuing obligations of either party under any provision of your employment terms which may be applicable after your employment has been terminated.

18. That this short and fixed term contractual employment may be terminated at any time by the Company before completion of its tenure by giving an advance written notice of **One month** or payment One month Basic Salary in lieu thereof without assigning any reason. Similarly you may also terminate your employment with the Company by giving an advance one month written notice or payment of One month Basic salary in lieu thereof.

19. Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein in the language you understand

Yours sincerely,

For Aptara New Media Pvt. Ltd



Authorized Signatory

I, Sarika Nanda, hereby state that I have understood in the language I understand all the above terms and conditions of my employment. I agree to abide by them in to.

Name: Sarika Nanda

Date:

Signature.....

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COMPENSATION DETAILS

Name : Sarika Nanda Emp ID : P02420
 Designation : Lead Instructional Designer Grade : B7
 SBU : E-Learning

Monthly Gross Salary	Part	123194
Select Your Location	=>	Pune
Level		I
Basic Pay		49278
Statutory Bonus		0
HRA		29567
Supplementary Allowance		44349
Monthly Gross Fix	A	123194
Employer's PF Contribution		1800
Employer's LWF Contribution		6
Retiral Benefits	D	1806
Monthly CTC	A+B+C+D	125000
Annual CTC		1500000

Benefits are subject to the applicable conditions.

For Aptara Learning Pvt. Ltd



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