

CONTRACT AGREEMENT

This agreement is made on dated – 29 Jun 2023

Vatsal Technosoft Pvt Ltd (Herein after referred to as the "Company")
Sakshi Lokhande (Herein after referred to as the "Trainee").

Both parties agree on the following:

1. Commencement of Engagement

This contract of Engagement will begin on while your joining process start and continue until terminated as set out in clause 11 (below).

2. Place of Work

As per Policy, during your Training Period you will be working from Home Online in your Personal Laptop or Desktop. You will be solely responsible for the Internet facility or any other form related to it. Company will not provide any such form mentioned above or not responsible for payment to any expenses related to it.

3. Training:

- **Position: Business Analyst Trainee**
- **Working Sites: Work From Home**

During Training Period you will be working in our own Company Working Sites related to your Training Projects and Attendance etc in order to keep a track of your work so that you will feel that you work with us in a Company Environment. Neither, you will disclose nor share any information related to the above to any outsiders who is not a part of Vatsal Technosoft nor any former Employees of the Company.

4. Final Hiring as Employee:

Vatsal Technosoft will hire Trainees as Employees only on the basis of 100% Training Performance with Official Documents related to it. We will not disclose the parameters in terms of Performance as per our Policy to any Trainees, but after every month, we will share Performance review to trainees during their Training period.

5. Working Days / Offs and Working Hours:

- 5 Days working (Saturday & Sunday OFF) (If you Employee) –

If any Employee during their Employment Period not able to finish their work within the stipulated Time Period, then he or she will have to strictly work during weekends, no Consideration in terms of work.

- Minimum 9 Working Hours (Minimum without Break in Training period.) in Working Days.

All Trainees should complete his or her Total Working Hours within that day itself, if not finish then have to work overtime to get the work done and complete it anyhow for submission to concern Authority.

- 6 Days working (Sunday OFF) (If you Trainee) –

In Training period you have to work 6 days as you are working from home in training period so, you will learn more and explore more time to gain knowledge so, 6 days working. If your task not complete on time then you have to work in Sunday too. So, please try to complete work on time.

6. Holidays:

All Trainees will follow only the Company Holiday List provided by HR during the time of joining process. No other holidays as per your area will be entertained. If anyone has their own festival then only after approval from Concern Authority he or she will be permitted officially for Leave.

7. Salary / Stipend:

As per our Policy no Trainees are eligible for Stipend during Training Period. After training period we will give you on our training performance - Salary will be Rs. 15000 to 25000 Per Month and every 12 Months Increment (1% to 40 %).

8. No Deposit or Training Fee:

No Trainees will have to pay for the Training as in the form of Training Fee or any Deposit money.

9. Training Period:

You will have to undergo our Official Online Training for a period of fixed 4 months. And it will be increasing according to your attendance and completion of tasks, after that our Selection Board Committee will decide about your permanent Employment Job Offer with our Company. (You will get your last date of training on your First day of working.)

You will have to anyhow get 75% done of your Training Performance in quarterly performance review and other 75% by the end of Training Period. If the performance will be below 50% you will get rejected, if your performance will be between 50% to 75% you have choice to extend the training period .it will be completely your choice to continue or not.

10. Training Projects:

- For All- We will guide you logically and you will have to work on your Projects from starting to end alone by using your own ideas and creativity in terms of Programming and Designing. You have to work independently, and self starter and should use or share your ideas in terms of Management Work with Top Management.
- For BDE Trainees - You have to get projects and how much projects you get it is also measure to calculate your performance ratio. You have to report every client reply with us. If you work with our client out of this company we will take legal actions against you, so be honest towards

your job. You have to achieve targets on weekly or monthly basis (After you join we will give you details for that).

Termination:

- **Top management have authority to terminate anytime if anything which happen against the environment of professionalism**
- If you get joining mail and even after that if you do not start your training in 1 week or report us about it, we will terminate you without asking you or listening to any excuses. Because it shows that you are not serious about training in this company and about your career. And we will not waste our time and resource on such who don't care about their future.
- After you sign this document if you leave the company then management may take action of termination only because in corporate commitments are important.
- During your training, if you do not work for 1 week continuously without taking our permission or informing us, then we will terminate you without asking you reason about it.
- If you will face any system problem or internet problem, then try to fix it soon as possible, because we will not allow you to take a leave for many days for that. You have to inform us by any other sources about it. We will not consider your excuses about system problem or internet problem for not informing us in that situation.
- Termination will action that you will be Blacklisted from IT Companies Associations of India and Fortune 500 Companies if your behaviour is unprofessional or if you violate code of Conduct.

12. Exit Policy

- If you want to leave the company then you have to give a 1 month of Notice period from the date your resignation will approve.
- If you do not start the work and after creation of official email id if you want to leave the company then we will take strict action of Blacklisting you in IT Companies Associations and Fortune 500 Companies. (For some genuine reason our Top Management will stop blacklisting process but not in every situation and for that Top Management decision will be final decision)
- If you will leave the company without serve the notice period then you will not get Experience Letter.
- If Management will found in notice period you are not working like before then they will take actions like stop experience letter , termination etc.

13. General:

Any changes to this agreement will only be valid if they are in writing and have been agreed and signed by both parties.

(Signature)

(Signature)

Sakhande

Vatsal Shah

(I understand this is a legal representation of my signature.)

Name : **Sakshi Lokhande**

Position: **Business Analyst Trainee**

Date of Sign: 2023-06-29 11:40:02

Name: **Vatsal Shah**

Position: **MD, Founder**

Date of Sign: 29 Jun 2023

