



LETTER OF APPOINTMENT

To,
Deepa Pandey

Dear Deepa,

We have pleasure in appointing you as **Research Associate** in our organization, effective from **05/09/2022** on the following terms and conditions:

1. Placement & Compensation

You will be placed in the appropriate band/responsibility level of the Company and will be entitled to compensation (salary and other applicable benefits) as detailed in *Annexure "A"*. Compensation will be governed by the rules of the Company on the subject as applicable and/or amended hereafter.

2. Salary Revision

Your salary will be reviewed in April of each year or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to and on the basis of effective performance and results.

3. Posting & Transfer

Your initial posting will be at "**Pune**". However your services are liable to be transferred at the sole discretion of Management in such other capacity as the company may determine to any department/section, location, associate, sister concern or subsidiary at any place in India or abroad whether existing today or which may come up in future. In such a case you will be governed by the terms and conditions of the service applicable at the new placement location.

4. Probation Training Period

As per our company policy, you will be on probation for a period of **3 months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

While on probation, you will be provided 'on-the-job training.

5. Full-Time Employment

Your position is full-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (parttime or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder/debenture holder) in any other trade or business during your employment with the company without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

Precedence Research Limited:

2nd Floor, Shrileela Plaza, Baner Road, Pune, Maharashtra - 411045

✉ hr@precedenceresearch.com

☎ +91 9096656863

6. Reporting Structure

Your immediate reporting will be to the domain Manager- dept/Domain; however, you will also be interacting with the operation head-on case to case basis.

7. Leaves

You are entitled to take leaves in accordance with company rules mentioned herein as amended by the company from time to time. All leaves require a confirmation from your reporting manager; failure to do so will lead to strict disciplinary action.

Probation Leave: you will be credited with 1 Probation Leave every month until confirmation. (Does not carry forward to next month).

Paid Leaves: you will be credited with 1.5 leaves every month on confirmation of your service with the company.

In case of leaves availed without proper intimation or confirmation from your reporting manager, it will lead to a deduction both in the salary and the number of leaves remaining in your account.

Public Holidays/National Holidays: you are eligible for 12 public holidays every year, the list of holidays will be announced at the beginning of the year.

Optional Holidays: This paid leave will be credited into the employee's account from 1st Jan on confirmation.

8. Appraisal and Performance

Your performance shall be reviewed on an annual basis, with all appraisals and increments.

9. Confidentiality

You will not disclose to any person or a corporate body, any confidential information or trade secret acquired as a result of your employment or in the course of your employment with us. You will also ensure the protection of information, which may be provided to you during your job either by the organization or by the clients and would not use it for any personal benefit or any other purpose, which may be deemed as insider trading. Any disclosure of such information to third parties (including other employees of the Company) constitutes a breach of your employment. And in case you are found guilty of any such misconduct, then the Management will have full rights to initiate criminal and legal proceedings against you.

10. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be and remain the sole right/ property of the Company.

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11. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

12. Past Records

If any declaration given or information furnished by you to the company proves to be false or if you are found to have willfully suppressed any material information in such cases you will be liable to removal from services without any notice.

13. Notice Period

An employee shall not leave or discontinue services without giving notice in writing of his intention to leave or discontinue the service. The period of such notice is given below:

Notice Period	
Managers	3 Months
Team Leads	2 Months
Professorial and Equivalent	1 Month

14. Misconduct

Without prejudice to the general meaning of the term misconduct, any act of omission or commission or negligence or breach of rules, regulations, by law, instructions, or procedures of the company for the time being in force or confidentiality clause be treated as misconduct.

15. General

- You will be required to carry out shift duties from time to time as per the requirements of the company.
- In case are incapacitated by reason of illness, accident or any other cause and cannot perform your duties, the company may at its sole discretion grant leave for a reasonable time on full pay or half day or without pay or terminate your services.
- Also, if you are found suffering from any infections/contagious disease, the company may at its discretion take appropriate action.
- All promotions and demotions will be at the sole discretion of the management of the company depending upon your efficiency.

16. Termination of Employment

The company may terminate employment at any time before the stipulated term expires. The company can terminate your contract any time if you-

Precedence Research Limited:

- Commit any material or persistent breach of any of the provisions contained.
- Be guilty of any default, misconduct or neglect in the discharge of your duties affecting the business of the company.

Upon termination of employment you will immediately hand over to the Company all correspondence, specifications, formulae, documents, market data, cost data, drawings, affects, or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property that may be in your possession.

ANNEXURE 'A': COMPENSATION DETAILS (Salary & Applicable Benefits)

Salary Break up		
Details (INR)	Monthly	Yearly
Basic Salary	10600	127200
House Rent Allowance	4240	50880
Conveyance Allowance	2000	24000
Medical Allowance	1500	18000
Other Allowance	2860	34320
Gross Salary	21200	254400
Professional Tax	200	2400
Net Salary	21000	252000

Note:

- ✦ It is expected that individual compensation packages would not be shared with other employees.

Yours faithfully,
For **Precedence Research**

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Pramod Dighe (Managing Director)

I hereby accept employment on the terms and conditions mentioned in the above letter of appointment and enclose herewith a copy of my resignation letter duly accepted by the present employer.

Name:

Signature:

Deepa Prabhakar Pandey

A handwritten signature in black ink that reads 'Pandey' is written over the signature line.

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