



Ref Id: DT2025-02/01

Date: 07th Feb 2025

## Mohd. Farhan

Designation: Web Developer (Intern)

Location: Old City, Bareilly

### Subject : Appointment Letter

We refer to your recent interview for the position. We are pleased to advise that we are offering you the position with Delkon Technologies Pvt. Ltd. effective from Joining 03/02/2025 under the following terms and conditions:

#### 1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to a 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.

#### 2. Probation

You will be on probation for a period of **6/12 months of internship**. The probation period can be extended at the discretion of the Management and you will continue to be on probation until an order of confirmation has been issued in writing.

#### 3. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, exceptional legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

#### 4. Compensation

Your initial salary will be **₹1,500-2000 per/month** paid for the Internship Period. This salary is subject to applicable support as per legal requirements and after an internship in a job role basic to depend on the salary package according to your knowledge and technical skills.

#### 5. Intellectual Property

If you conceive any new or advanced method of improving designs/processes/ formulae/ systems, etc. about 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.

#### 6. Responsibilities & Duties

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



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## 7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. 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.

## 8. Termination of employment

During the probationary period and any extension there of, your services may be terminated without giving any notice or salary in lieu there of. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu there of.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform the duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in the course of the performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit a breach of any of the terms of this letter of appointment.

## 9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party with out seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken. If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.



**Mr. Suneel Gupta**  
(Managing Director)