

27.06.2025

Ms Kanishka Negi

OFFER LETTER

Dear ,

We are happy to offer you the position of **Graphic Designer** in our Company on the following terms and conditions:

1. Placement and Compensation

You will be placed in the appropriate grade and level of the Company and will be entitled to compensation as detailed in your offer letter. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter. For now the compensation has been finalized as Rs 42,500 per month or Rs 5.1 Lakh per annum.

2. Posting & Transfer

You will be required to attend a full-time role in **Vasant Vihar office**. However, your services are liable to be transferred, at the sole discretion of Company, 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.

3. Probation:

You will be on probation for a period of **Three months from the date of Joining**. The period of probation can be extended at the discretion of the company and you will continue to be on probation till an order of confirmation has been issued in writing.

4. Full Time Employment:

Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interest of the Company. You will not take up any other work for remuneration (Part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as minority shareholder / debenture holder), in any trade or business during your employment with the Company, without permission in writing of the Company.

5. Responsibilities and Duties:

Your work in the Company will be subject to the rules and regulations of the Company 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.

6. Working Hours

- I. Your regular working hours shall be total of **8 hours** each day.
- II. Your position with the Company may require on – call work and may require extra work (including weekends and public holidays).

7. Intellectual Property:

If you conceive any new or advanced method of improving designs / processes / formulae/ system, etc in relation to the business / operation of the Company, such developments will be fully communicated to the Company and will be, and remain, the sole right / property of the Company even when the employer – employee relationship between you and Company comes to an end.

8. Past Records:

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

9. Security & Confidentiality:

- I. You will not, at any time, during the employment or after, without the consent of the Company disclose or divulge or make public, except in good faith when the disclosure is required under the law or in order to protect the legal rights if the Company, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or become known to you or becomes known to you in course of your service or otherwise.
- II. To ensure regulatory compliance and for the protection of its associates, clients/customer and business, the Company reserves the right to monitor, intercept, review and access your telephone log, internet usage, voice mail, E-mail, and other communication facilities provided by the Company, or otherwise which may be using during your employment with us.

10. Retirement:

The retirement age is **60 Years**. You will retire from the employment of the Company at the end of the month in which you attain 60 Years of age.

11. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

12. On Separation:

- I. You shall immediately return to the Company before release from employment, any books, documents, papers, materials, correspondence, customer lists, Access Card, &ID Card, computer hardware and software and any other property in tangible form of the Company and its affiliates, or its clients which may be in your possession or control
- II. All proprietary rights title and interest and all intellectual properties such as ideas, inventions or works which are conceived, developed or prepared by you during your employment with the Company, shall vest with the Company absolutely. You shall not make or retain any copies of these.
- III. If you owe the Company any amounts through advance payments of salary, loans or any other obligations, at the time of notice of termination being given either by you or by the Company, all sums shall be immediately and subject to set off. Your signature of this Agreement is authorizations for such a set-off.

13. Termination of Employment

- I. During the probationary period and any extension thereof, your services may be terminated on either side by giving **two month notice** or salary in lieu thereof. However, On Confirmation, the services can be terminated from either side by giving **One Month notice** in case of Trainee, Executive, Sr. Executive, Associate Managers and Managers and above level or salary in lieu thereof.
- II. At any time during the term of your appointment, if you have entered in to any specific Agreement /Bond with the company, then the specific terms of such agreement pertaining to the termination shall prevail over section **12.1**.
- III. The Company Reserves the right to hold the final settlement of dues from the company if an associate upon separation refuses to /fails to handover the information & / or data as required by the company till the proper handover is executed.

14. Jurisdiction of Settlement

Any dispute or difference, whatsoever, arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitrator of company at Gurugram/Delhi. The venue of arbitration proceedings shall be Gurugram/Delhi. All disputes shall be subject to the jurisdiction of courts in Gurugram/Delhi.

15. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override the mentioned terms and conditions to that extent.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Best Regards,

For **Olfa Originals**
PALLAVI BHATIA
FOUNDER & CEO

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

For Candidate
Kanishka Negi
Position Offered- Graphic Designer

Place : Delhi
Date : 27.06.2025