



FERVENT

Letter of Appointment

Date: 24th February 2020

To,
Ms. Divyanshi Pandey
74/1, 2nd Floor, Gali No-4, Rasheed Market,
Krishna Nagar, Delhi – 110031

Dear Divyanshi,

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you with effect from 18th February 2020 as Executive - Response, reporting to Manager - Response, Fervent Communication Pvt. Ltd. on the following terms and conditions:

1. REMUNERATION:

- Basic Salary of Rs. 4,200/- per month.
- House Rent Allowance of Rs. 2,100/- per month.
- Standard Deduction of Rs. 4,100/- per month.
- Newspaper & Periodicals' of Rs. 500/- per month.
- City Compensatory Allowance of Rs. 1,100/- per month
- Total Rs. 12,000/- per Month

2. PLACEMENT:

You will initially be posted in New Delhi. However, your services are transferable to any place in the world within the company or to any of its associate or sister concerns or its subsidiaries at any time at the sole discretion of the Company. In such cases, you will be governed by the terms and conditions of service applicable at the new placement.

3. 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 the responsibilities and duties attached to your office and conduct yourself accordingly

4. PROTECTION OF INTEREST:

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

4.2 Any of our technical or other important information which might come into your possession during the continuance of your appointment with us shall not be disclosed, divulged or made public by you while you are employed with us.

4.3 You shall not indulge in any activities, which are detrimental to the interests of the Company.

4.4 You shall indemnify the company and keep the company indemnified against any loss or claim or damages that any other persons whomsoever may make against the Company in respect of any act of omission or commission which you or his representative(s) have done which is contrary to or in breach of the terms of this agreement and / or any instructions that may be given to the company.

DIRECTOR
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